# Scenario

In the first lesson, you met our SHARP Trainer, James.  He walked you through the basics of Time and Labor.  You should now have an understanding of key terms, processes and roles in SHARP Time and Labor.

In this lesson, James will show you how to report time on your timesheet.

## Lesson Objectives

After completing this lesson, you will be able to:

- Navigate to Time Entry Timesheets
- Enter time worked and leave taken
- Submit time for approval
- View your Leave Balances on your timesheet and on the View Leave Balances page

## Lesson Topics

In this lesson you will learn about the following topics:

Topic 1: Basic Time Reporting

Topic 2: Time Reporting with Projects

## Basic Time Reporting

There are many benefits to using Employee Self Service for time reporting:

- It greatly reduces the use of paper by the State of Kansas
- It saves time by allowing the person working the time to enter it
- It speeds up the approval process both by sending an email notification when time is submitted and by allowing the supervisor to perform approvals electronically

**TIP:** It may take up to 1 ½ hours to receive an e-mail that your supervisor has approved your timesheet.

## Non-Exempt Employees

- Non-exempt employees report actual hours worked each day rather than hours scheduled to work. If your hours worked differ from the hours defaulted on your time document, enter your actual hours worked on the time document.  This is known as **exception time reporting**
- Reporting actual hours worked each day provides better information for management to track overall hours worked within your agency
- Non-exempt employees need to report leave based on hours scheduled to work.  For example, if you take a full day of vacation or sick leave, the time you enter should equal the time scheduled to work that day

## Non-Exempt Employees (cont.)

- Non-exempt employees are paid an hourly rate.  Hours are reported in quarter hour (.25) increments.  The number of hours reported determines the amount of an employee's paycheck
- Non-exempt employees accrue sick leave based on the hours they were in pay status (such as hours worked and leave taken) during the pay period. The total of these hours helps to determine the amount of sick leave that a non-exempt employee will accrue
- Non-exempt employees accrue vacation leave based on the hours in pay status (such as hours worked and leave taken) during the pay period. The total of these hours, along with length of service, helps to determine the amount of vacation leave that a non-exempt employee will accrue

## Non-Exempt Quarter Hour Conversion

Non-exempt employees report time worked and leave taken in quarter hour increments. This schedule is used to convert time and leave to quarter hours for non-exempt employees.

| Minutes | Hours Recorded |
|---|---|
| 0-07 | 0.00 |
| 08-22 | 0.25 |
| 23-37 | 0.50 |
| 38-52 | 0.75 |
| 53-67 | 1.00 |

## Full-Time Exempt Employees Time Reporting

- **IMPORTANT: Exempt employees are paid a bi-weekly rate. With PeopleSoft Time and Labor, we require that at least 80 hours that add to gross pay (such as VAC, REG, etc..) be recorded each pay period**

- Your agency may choose to have you report actual hours worked for labor distribution purposes. Entering actual hours worked (REG) in excess of 80 hours into your timesheet will have no impact on your pay since you are salaried (exempt)

- Exempt employees who fall within the “N2” job class and are paid the Retention Incentive Pay Rate Differential (S14) should record actual hours worked and paid leave taken by day and include the S14 time reporting code

## Exempt Employees Leave Reporting

- Exempt employees record vacation (VAC), sick (SCK), holiday compensatory time taken (HCT), and shared leave (SHL) in half-day increments

- Split time should be recorded as a total. For example, if an exempt employee is away from work for two hours in the morning and two hours in the afternoon, the time away from work is considered a half day of vacation, sick leave, or similar leave

- Supervisors manage employee leave requests. For example, if you ask off work for 2 hours to run an errand, your supervisor has the option to deny the leave request or ask you to take and report a half day off instead

## ❑ Am I Exempt, Non-Exempt, or Non-Covered?

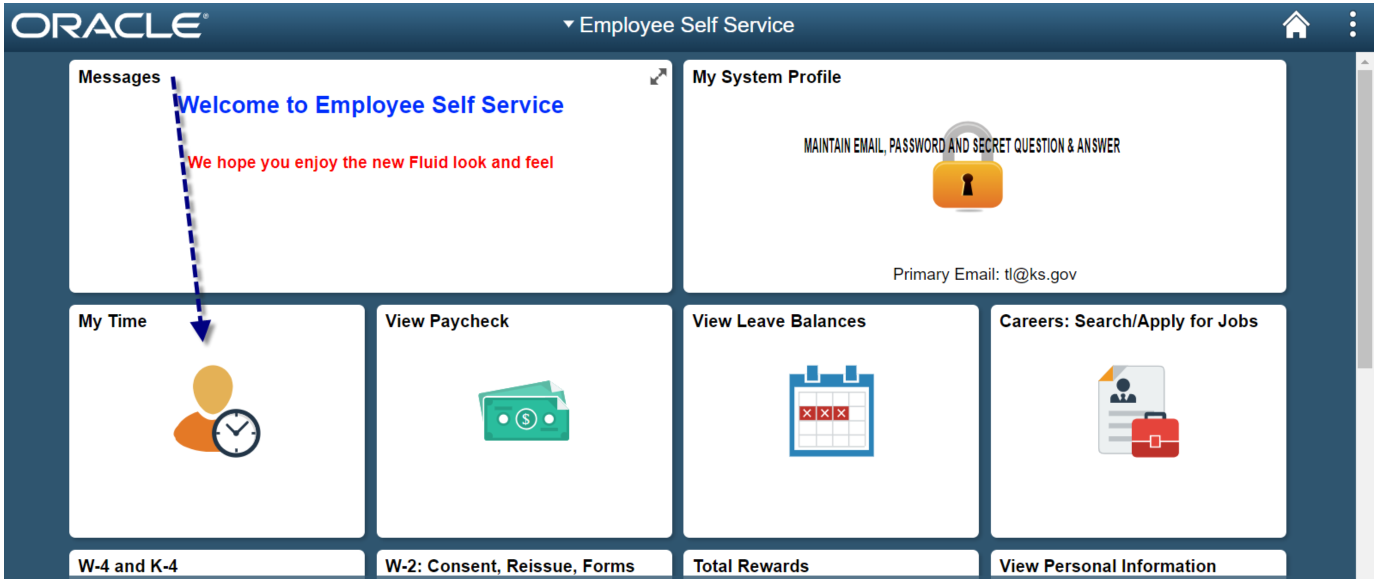
Being an hourly (non-exempt or non-covered hourly) employee or a salaried (exempt or non-covered salaried) employee determines how you enter hours and what time reporting codes you use. For example, non-exempt employees record overtime or compensatory time; exempt employees do not.

If you are unsure if you are exempt, non-exempt, or non-covered, please talk with your supervisor or personnel office immediately. They can also answer any other questions you may have about reporting time and leave.

## How Do I Access My Timesheet?


**Step 1:** Sign into Employee Self Service using the information provided by your agency personnel office during New Employee Orientation.

# How Do I Access My Timesheet?




**Step 2:** Click the **My Time** tile from the Main Menu.

## Resizing Your Timesheet

If your timesheet looks too large or too small, use the following tips to adjust the size:

- Press and hold the **Ctrl key** on your keyboard, then use the **wheel** on your mouse to reduce or increase the size of your timesheet
- Press and hold the **Ctrl key** on your keyboard and click the plus (+) or minus (-) symbol to zoom in and out
- To return to 100%, Press and hold the **Ctrl key** on your keyboard and 0 (zero)

# Personal and Job Data

Your Name, Employee ID, Empl Record, and Job Title, display at the top of the timesheet.

**Timesheet**

Corey M Latte

Human Resource Professional

Actions ▾ Time Source Schedule

Employee ID K0000

Empl Record 0

Earliest Change Date 11/22/2018

**Select Another Timesheet**

*View By Calendar Period ▾ Previous Period Next Period

*Date 12/30/2018

Reported Hours 80.0000

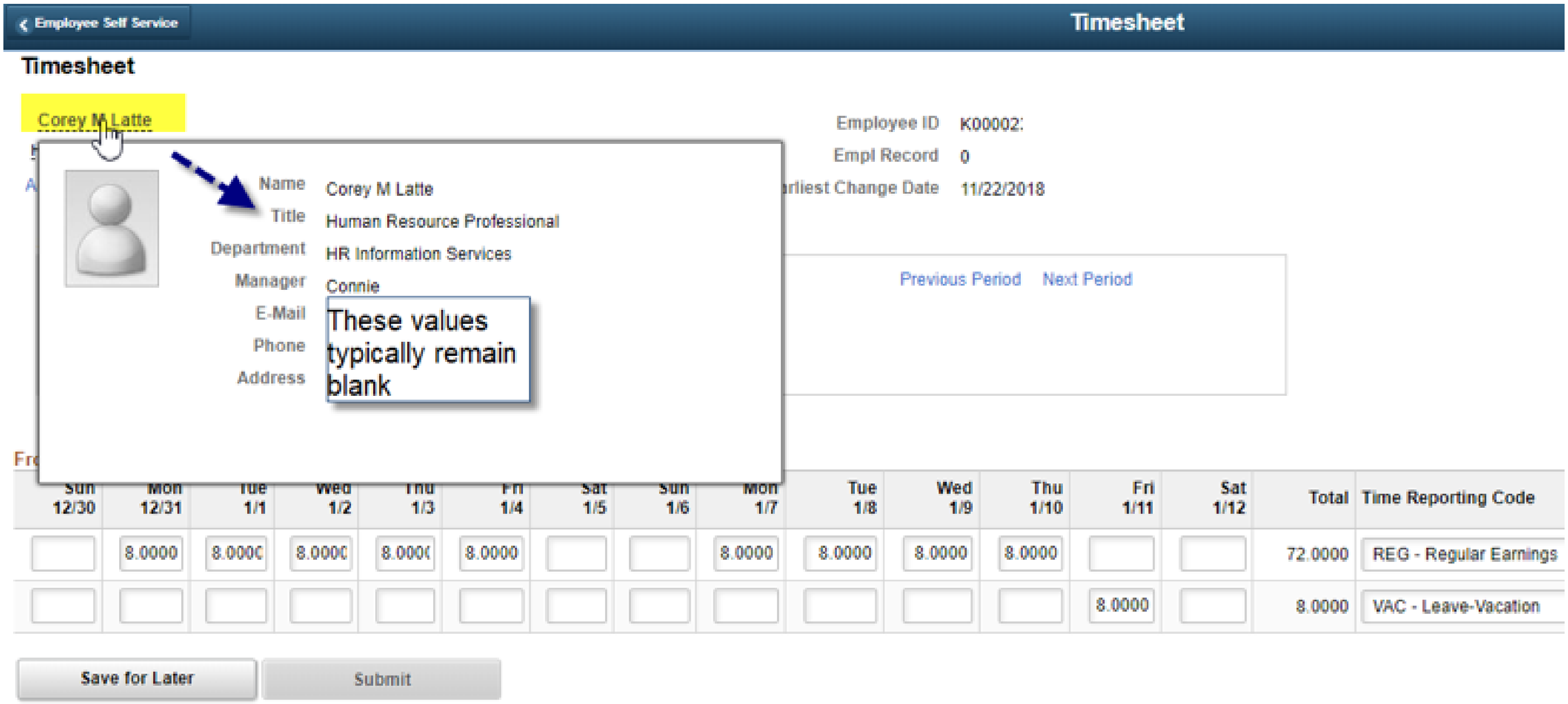
**From Sunday 12/30/2018 to Saturday 01/12/2019**

| Sun 12/30 | Mon 12/31 | Tue 1/1 | Wed 1/2 | Thu 1/3 | Fri 1/4 | Sat 1/5 | Sun 1/6 | Mon 1/7 | Tue 1/8 | Wed 1/9 | Thu 1/10 | Fri 1/11 | Sat 1/12 | Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 8.0000 | 8.0000 | 8.0000 | 8.000( | 8.0000 | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | | 72.0000 | REG - Regular Earning |
| | | | | | | | | | | | | 8.0000 | | 8.0000 | VAC - Leave-Vacation |

Save for Later Submit

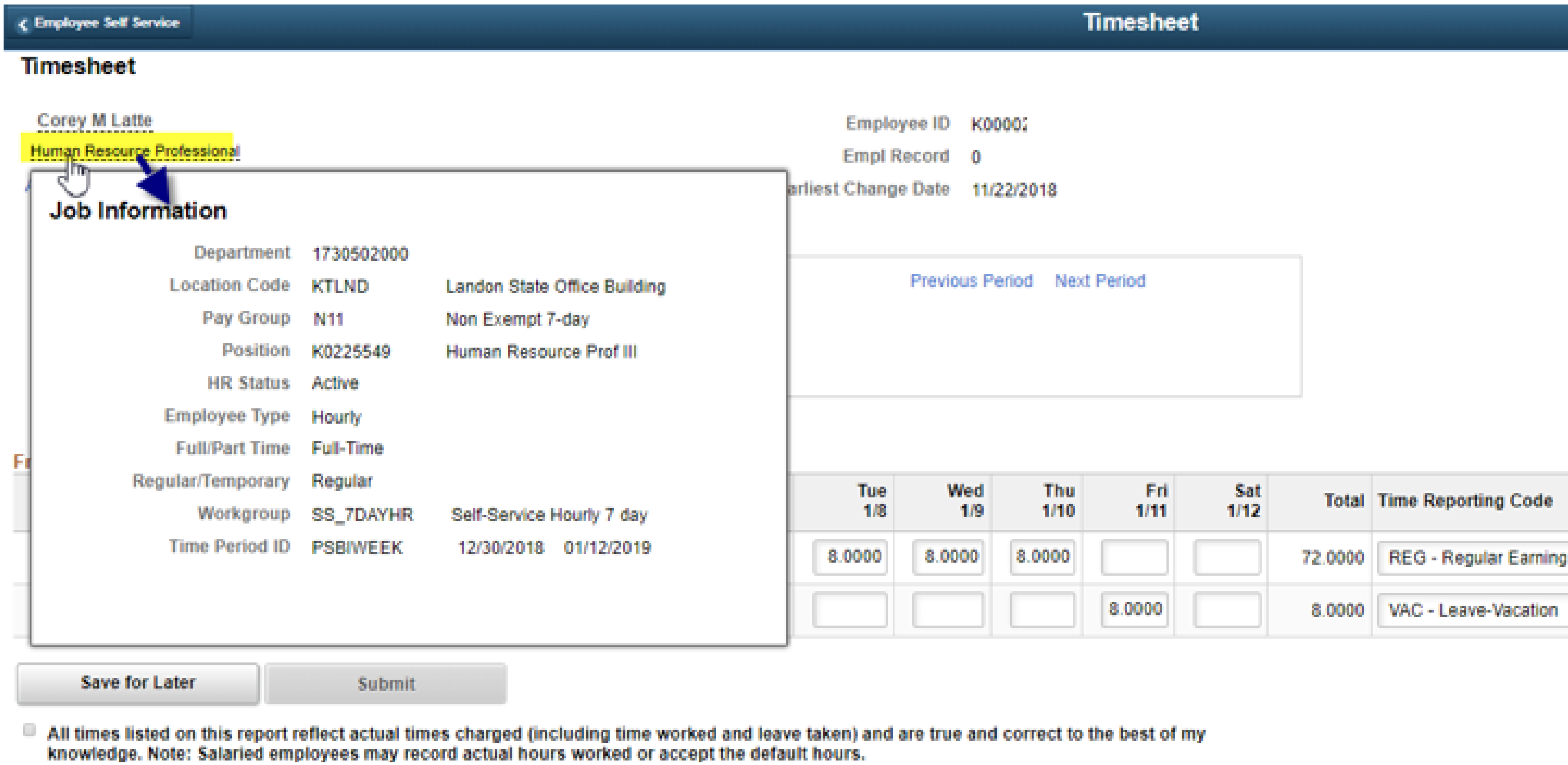
# Job Data Attributes

When you hover over your Name, your basic job information displays.



# Additional Job Data Attributes

When you hover over your Job Title, additional information displays.



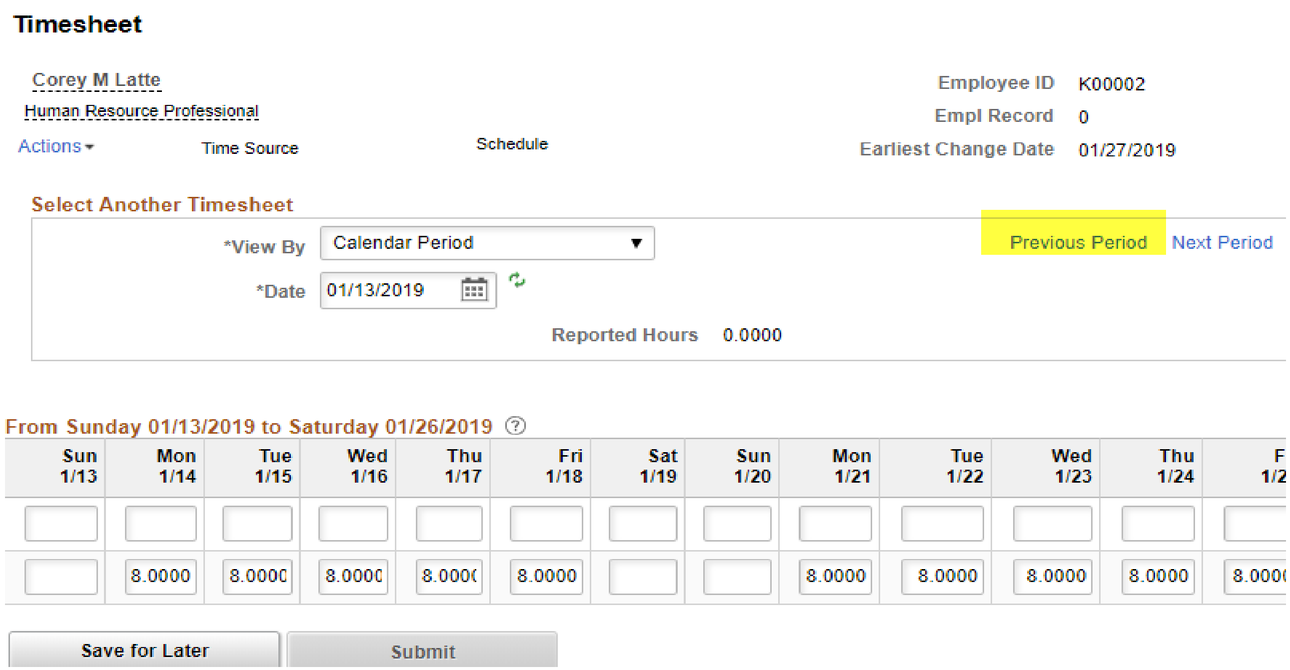
## Basic Time Reporting Template

For basic time reporting, the **Taskgroup** field defaults to "_ _ _NONTASK" or "3 Digit Agency Code + NONTASK" (example: 173NONTASK). This is the time reporting template used for employees in Department of Administration (agency 173) who do not report time to a project.

| Total | Time Reporting Code | Taskgroup | | |
|---|---|---|---|---|
| 80.0000 | REG - Regular Earnings | 173NONTASK | + | − |

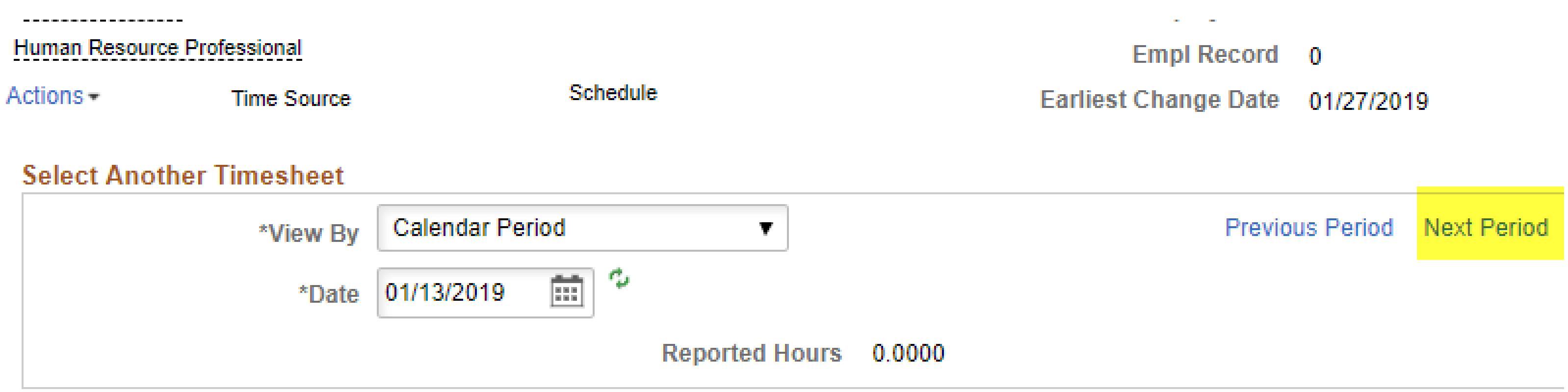
# Current and Previous Timesheets

In Employee Self Service, you can make changes only to the current pay period timesheet. You can view past timesheets, but you can no longer modify them. One exception is the Sunday that begins a new pay period, when you will have access to both the "new" timesheet and the "old" timesheet. NOTE: If you find that you made an error on the timesheet for a previous pay period, contact your agency personnel office for assistance in making a correction.



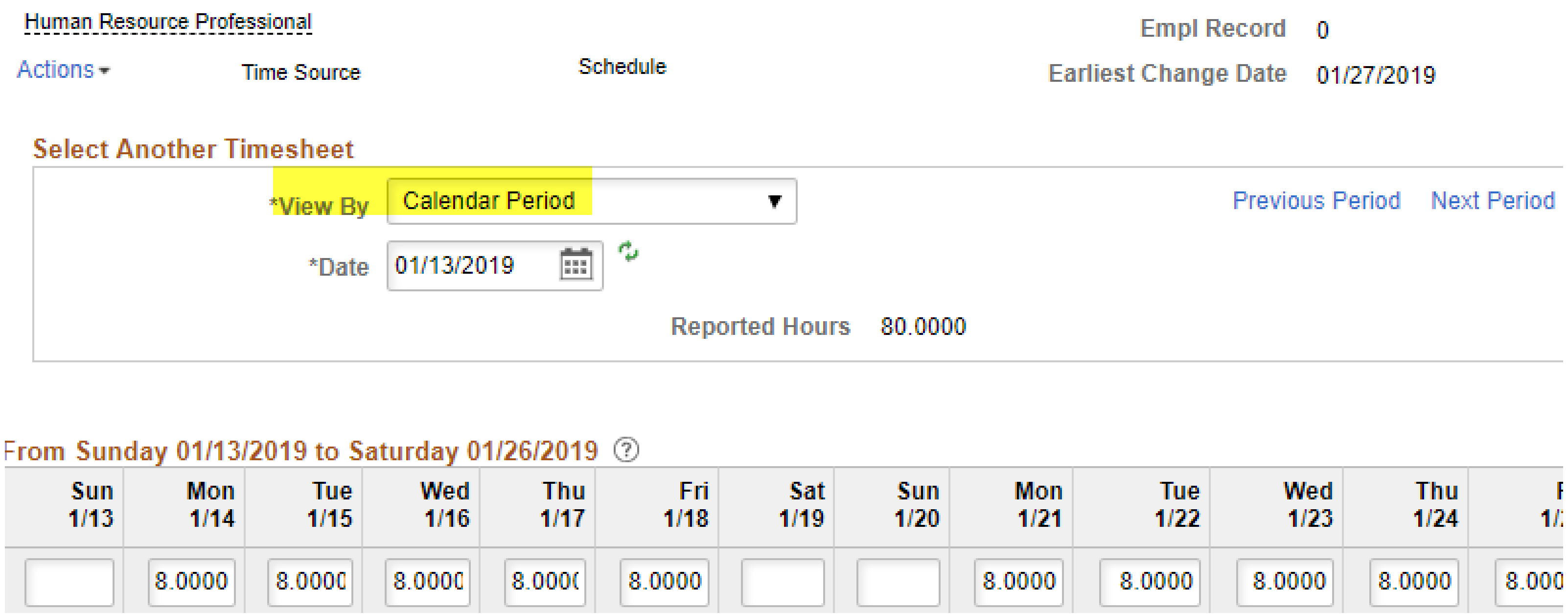
## Future Pay Period

In Employee Self Service, you will be able to view a future pay period timesheet by clicking “Next Period.” The timesheet may be blank, and you may see the message “Reported time on or after XX/XX/XXXX is for a future period,” depending on when you access the next timesheet. Timesheets are typically populated the Friday night before the next time period begins.



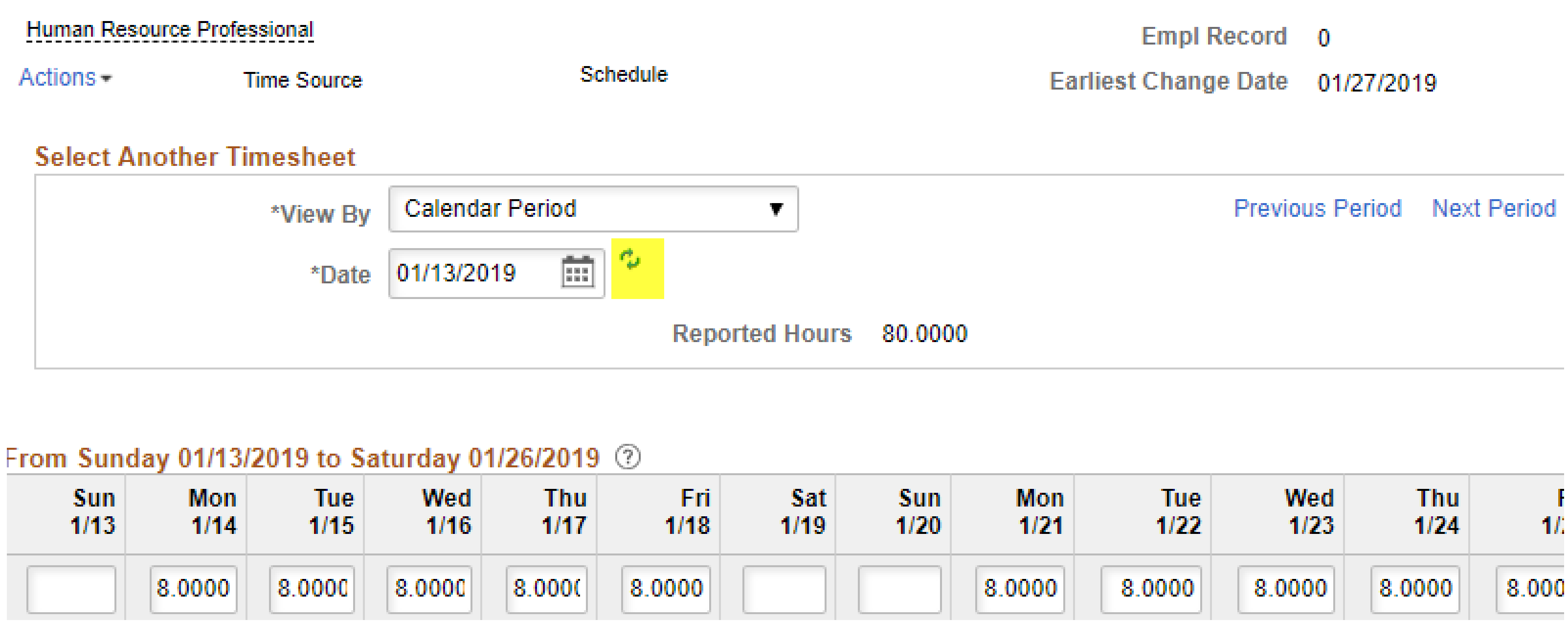
# Time Period View

The **View By** field should be set to “Calendar Period” so that you see the State of Kansas pay period, which is two weeks.



## Refresh Button

If you accidentally change the date, enter a date that falls within the current pay period and click the **Refresh** (↻) icon to return to the current pay period.



## Default Schedules

- Your agency's personnel office works with your supervisor to assign a default work schedule and holiday schedule for you
- For most non-exempt employees, the timesheet contains the default work and holiday hours by day. If you work more or less hours than what defaults, highlight the hours on the specific day and type over the defaulted hours with the actual hours you worked
- In Time and Labor, full-time exempt employees are also required to record 80 hours that add to gross pay (Examples: 80 REG or 40 REG and 40 VAC, etc.). Otherwise, an exception or error will occur when Time Administration runs

## Default Hours

Based on the timesheet below, the default schedule for this employee is eight hours Regular (REG) Monday-Friday for both weeks of the pay period. There are many different default schedules in the State of Kansas. Notify your supervisor if you believe that your default schedule is incorrect. Note: Because this employee is attached to a standard Holiday Schedule, the Holiday Credit (HDC) code defaulted on the Martin Luther King Holiday too.

**Timesheet**

Corey M Latte
Human Resource Professional

Actions ▾ Time Source Schedule

Employee ID K00002
Empl Record 0
Earliest Change Date 01/13/2019

**Select Another Timesheet**

*View By Calendar Period ▼ Previous Period Next Period

*Date 01/13/2019

Reported Hours 80.0000

A 2019 Holiday

From Sunday 01/13/2019 to Saturday 01/26/2019

| Sun 1/13 | Mon 1/14 | Tue 1/15 | Wed 1/16 | Thu 1/17 | Fri 1/18 | Sat 1/19 | Sun 1/20 | Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 8.0000 | | | | | | 8.0000 | HDC - Holiday Credit-Paid-1.0 |
| | 8.0000 | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | 72.0000 | REG - Regular Earnings |

## Time Reporting Codes (TRCs)

| Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code |
|---|---|---|---|---|
| 8.0000 | | | 72.0000 | REG - Regular Earnings |
| | 8.0000 | | 8.0000 | VAC - Leave-Vacation |

Time Reporting Codes (TRCs) are required for each time or leave entry. Exempt employees use the same TRCs as non-exempt employees (like VAC, SCK, HCT, etc.).

# Default Time Reporting Codes (TRCs)

| Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|
| 8.0000 | | | | | | 8.0000 | HDC - Holiday Credit-Paid-1.0 |
| | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | 72.0000 | REG - Regular Earnings |
| 8.0000 | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | 80.0000 | SF1 - Shift 1 |

Time Reporting Codes (TRCs) that typically default on the timesheet include: REG – Regular Earnings, SF1 – Shift 1, and HDC – Holiday Credit.  Contact your supervisor or agency personnel office if you have questions about which TRCs to use.

# Add Rows

Use the **Add Row** button to display another row so that you may enter additional time reporting codes to record exceptions to the default schedule. Some common exceptions are sick leave, vacation leave, and compensatory time.

| Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code | Taskgroup | | |
|---|---|---|---|---|---|---|---|
| 8.0000 | 8 | | 72.0000 | REG - Regular Earnings | 173NONTASK | + | − |
| 8 | 8.0000 | | 8.0000 | SCK - Leave-Sick | 173NONTASK | + | − |

# Delete Rows

Use the **Delete Row** button to delete a row that is not needed.

| Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code | Taskgroup | | |
|---|---|---|---|---|---|---|---|
| 8.0000 | 8 | | 72.0000 | REG - Regular Earnings | 173NONTASK | + | − |
| 8 | 8.0000 | | 8.0000 | SCK - Leave-Sick | 173NONTASK | + | − |

# Information Tabs

Tabs listed under the Save for Later, Submit, and Affirmation Statement include additional information that is helpful when entering reported time.

From Sunday 01/13/2019 to Saturday 01/26/2019

| Sun 1/13 | Mon 1/14 | Tue 1/15 | Wed 1/16 | Thu 1/17 | Fri 1/18 | Sat 1/19 | Sun 1/20 | Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 8.0000 | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 | 8 | | 72.0000 | REG |
| | 8 | 8 | 8 | 8 | 8 | | | 8 | 8 | 8 | 8 | 8.0000 | | 8.0000 | SCK |

Save for Later | Submit

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

# Reported Time Status

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status

1-20 o

| Date | Reported Status | Total | TRC | Description | Add Comments |
|---|---|---|---|---|---|
| 01/14/2019 | Saved | 8.0000 | REG | Regular Earnings | |
| 01/14/2019 | Saved | 8.0000 | SF1 | Shift 1 | |
| 01/15/2019 | Saved | 8.0000 | REG | Regular Earnings | |

After your timesheet is saved the first time, the **Reported Status** for each Date, the Hours (or dollar amount), the Time Reporting Code and the Description are displayed. The status in this section of your timesheet is updated as your timesheet moves through the approval and Time Administration process.

## Reported Hours Summary

The Reported Hours Summary tab shows the weekly and pay period totals for "Total Reported Hours." "No category Displayed" is not applicable to the State of Kansas.

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Reported Time Status | **Summary** | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Summary

1-2 of 2

| Category | Total | Week 1 (1/13-1/19) | Week 2 (1/20-1/26) |
|---|---|---|---|
| Total Reported Hours | 80.0000 | 40.0000 | 40.0000 |
| No category Displayed | 80.0000 | 40.0000 | 40.0000 |

# Leave / Compensatory Time Balances

This section lists leave balances as of the last pay period end date, minus any hours recorded on the timesheet that have been **Submitted**. NOTE: The balance on the timesheet is reduced when leave is recorded and the timesheet is Submitted. If the timesheet is only Saved, the balance is not reduced on the timesheet. It is important to know that this display does not break out the number of vacation hours that are over the cutoff for this employee. Also, if you have a Discretionary Day, the words, "Discretionary Day is Available" display. If you do not have a Discretionary Day available, no wording will display for it. Military Leave Balance will display only when it is reported on a timesheet and after the timesheet has been submitted.

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Leave and Compensatory Time Balances

| Plan | Recorded Balance |
|---|---|
| Sick | 1474.650 |
| Vacation | 283.200 |
| Discretionary Day Is Available | |
| Compensatory Time | 5.140 |
| Holiday Comp-Time | 37.000 |
| Military Leave | 232.000 |

# Exceptions

The Exceptions section lists any errors that may result after your timesheet runs through Time Administration. Your timekeeping staff are able to fix exceptions that may become visible in this section.

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Reported Time Status | Summary | Leave / Compensatory Time | **Exceptions** | Payable Time

**Exceptions**

| Date | Exception ID | Exception Source | Status | Exception Severity | Explanation |
|---|---|---|---|---|---|
| 10/21/2018 | KS_UND80 | Time Administration | Unresolved | Medium | Reported hours are less than FTE hours |

# Payable Time

The Payable Time section contains a Time Viewing Option Section. The Default is “Show in Detail.” The other Section lists the Status of you Payable Time (when applicable). The Statuses include: Needs Approval, Approved, Taken by Payroll, Closed, Rejected by Payroll and Distributed. This section is helpful to your personnel staff.

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

**Payable Time Viewing Option**

- By TRC and Status
- By TRC, Status and Day
- Show In Detail

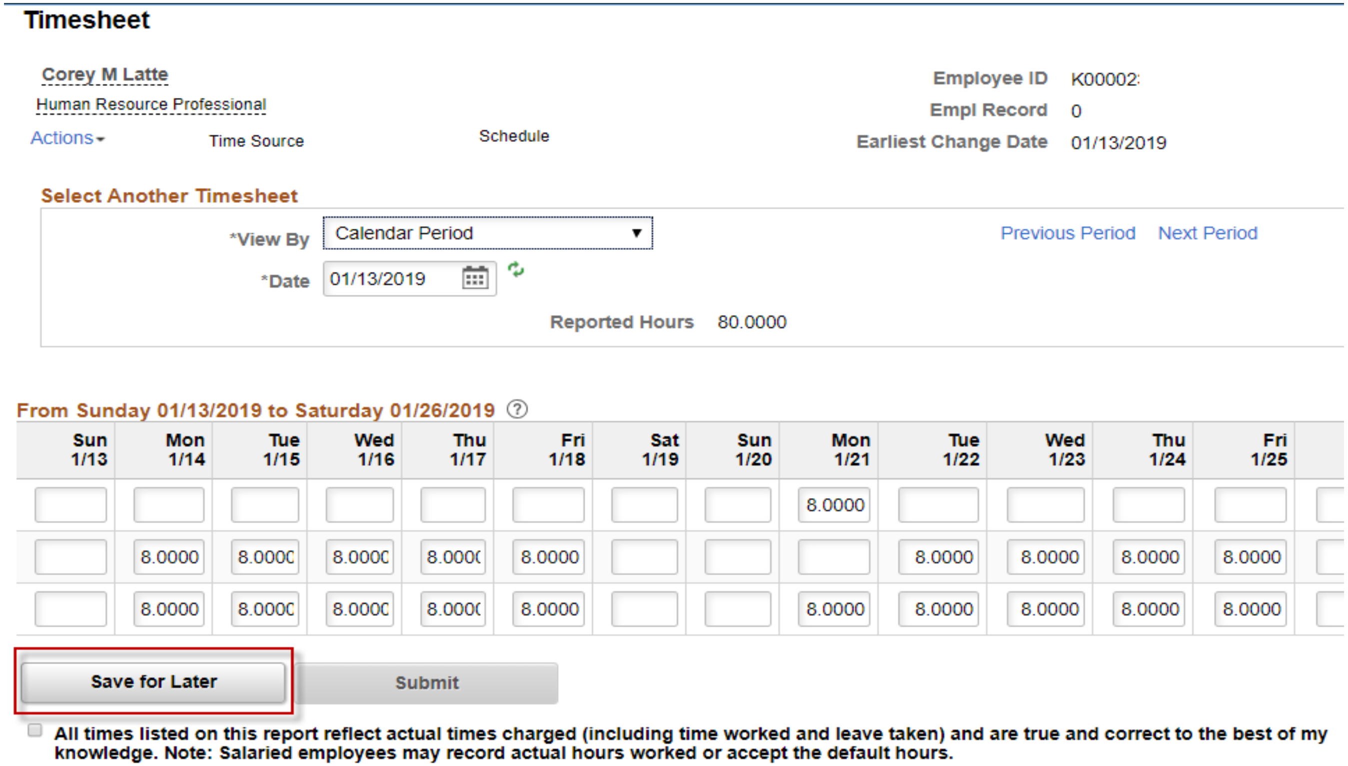
View Full Detail

**Payable Time**

1-12 of 12

| Date | TRC | Description | TRC Type | Payable Status | Quantity |
|---|---|---|---|---|---|
| 11/05/2018 | REG | Regular Earnings | Hours | Approved | 10.0000 |
| 11/06/2018 | REG | Regular Earnings | Hours | Approved | 6.0000 |
| 11/07/2018 | REG | Regular Earnings | Hours | Approved | 8.0000 |
| 11/08/2018 | REG | Regular Earnings | Hours | Approved | 8.0000 |
| 11/09/2018 | REG | Regular Earnings | Hours | Approved | 8.0000 |

## Save for Later



**Timesheet**

Corey M Latte
Human Resource Professional
Actions
Time Source
Schedule

Employee ID K00002:
Empl Record 0
Earliest Change Date 01/13/2019

**Select Another Timesheet**

*View By Calendar Period
*Date 01/13/2019
Previous Period Next Period
Reported Hours 80.0000

**From Sunday 01/13/2019 to Saturday 01/26/2019**

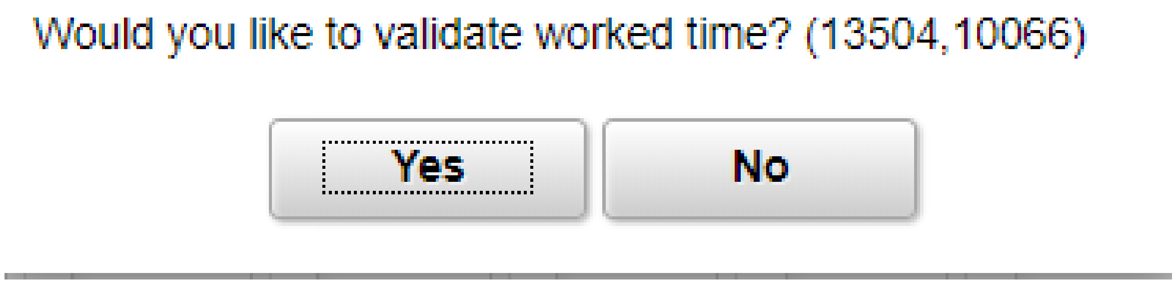
| Sun 1/13 | Mon 1/14 | Tue 1/15 | Wed 1/16 | Thu 1/17 | Fri 1/18 | Sat 1/19 | Sun 1/20 | Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 8.0000 | | | | |
| | 8.0000 | 8.000C | 8.000C | 8.000( | 8.0000 | | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 |
| | 8.0000 | 8.000C | 8.000C | 8.000( | 8.0000 | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 | 8.0000 |

Save for Later  Submit

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

The **Save for Later** button allows you to return to the timesheet for further data entry, but does not submit the timesheet for approval. It is important to use this button until you are certain you are ready to send the timesheet to your supervisor for approval at the end of the two-week pay period.

## Check for Errors

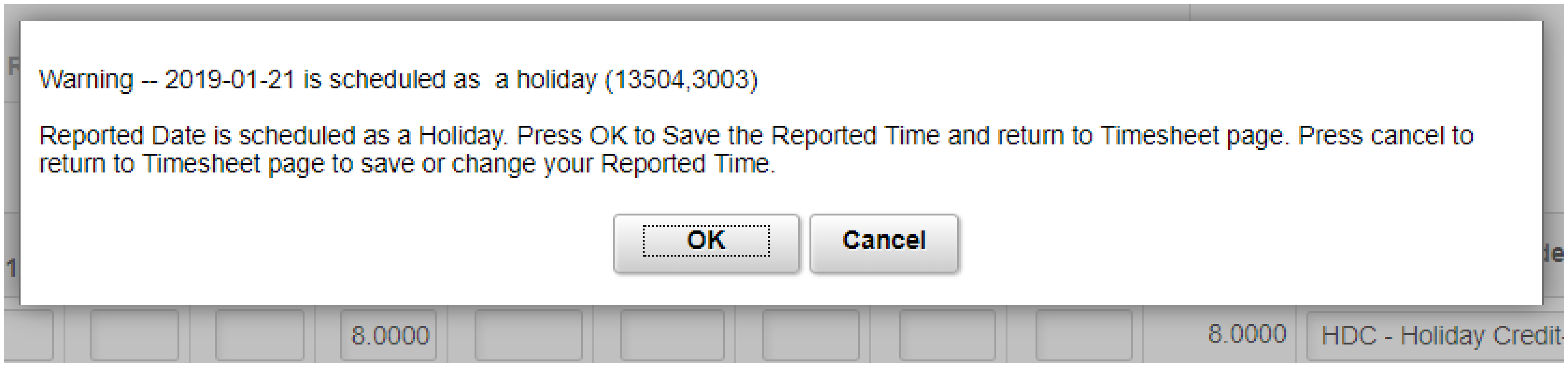



When you click the **Save for Later** button, SHARP prompts you to check for errors on your timesheet. The following message will display: “Would you like to validate worked time? (13504,10066)”.

Click the **Yes** button.

If there are no errors, the page will save. If there are errors, click the **Save for Later** button again to process the corrected time entry after you have corrected the issue(s).

## If There Is A Holiday….




After you click the **Save for Later** button and click Yes to the "Would you like to validate worked time?..." message, if there is a holiday, and if you have time recorded on the holiday, the following message will appear: "Warning – 20YY-MM-DD is scheduled as  a holiday (13504,3003)

Reported Date is scheduled as a Holiday. Press **OK** to Save the Reported Time and return to Timesheet page. Press Cancel to return to Timesheet page to save or change your Reported Time."

# Legal (Affirmation) Statement

## Timesheet

Corey M Latte
Human Resource Professional
Actions ▾ Time Source Schedule

Employee ID K00002:
Empl Record 0
Earliest Change Date 01/13/2019

**Select Another Timesheet**

*View By Calendar Period ▾ Previous Period Next Period
*Date 01/13/2019
Reported Hours 80.0000

**From Sunday 01/13/2019 to Saturday 01/26/2019**

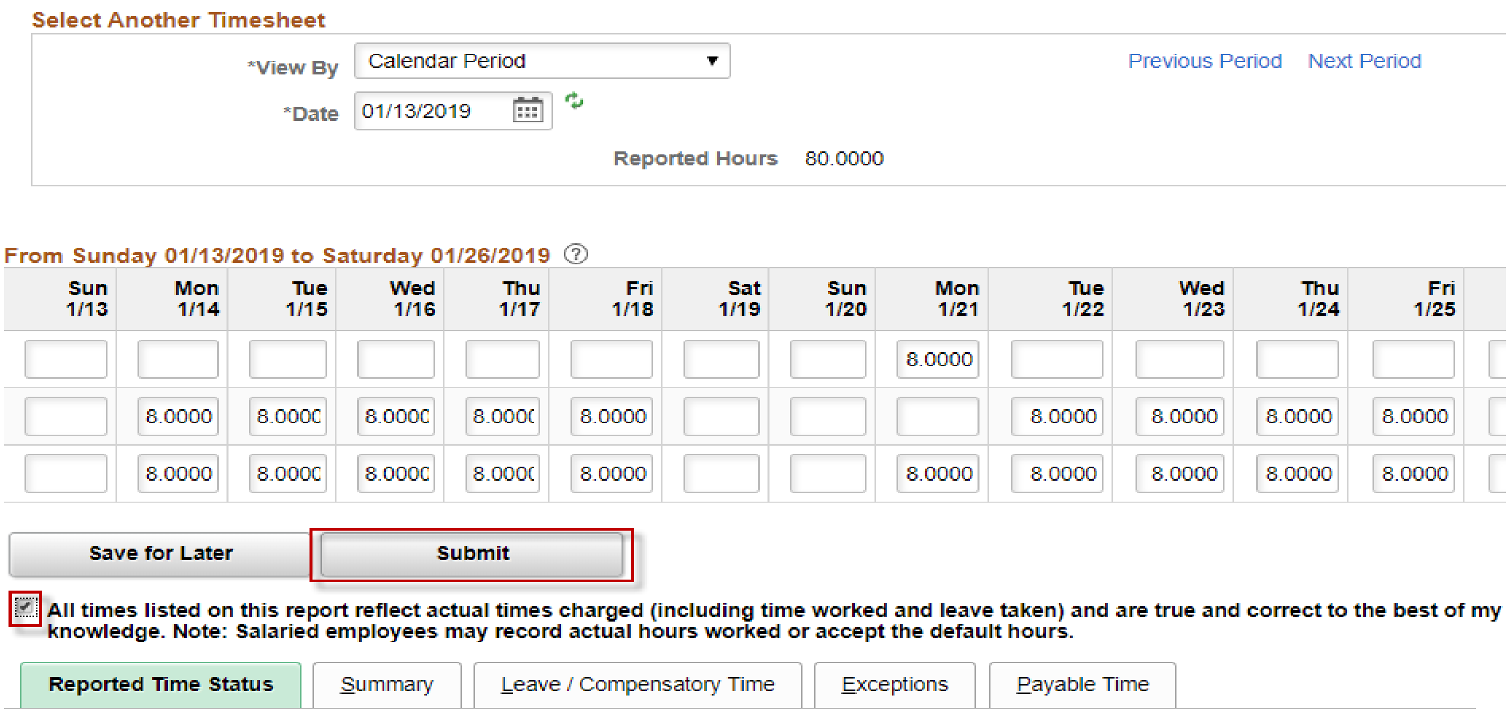
| Sun 1/13 | Mon 1/14 | Tue 1/15 | Wed 1/16 | Thu 1/17 | Fri 1/18 | Sat 1/19 | Sun 1/20 | Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 8.0000 | | | | |
| | 8.0000 | 8.000C | 8.000C | 8.000( | 8.0000 | | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 |
| | 8.0000 | 8.000C | 8.000C | 8.000( | 8.0000 | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 | 8.0000 |

Save for Later Submit

☐ All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

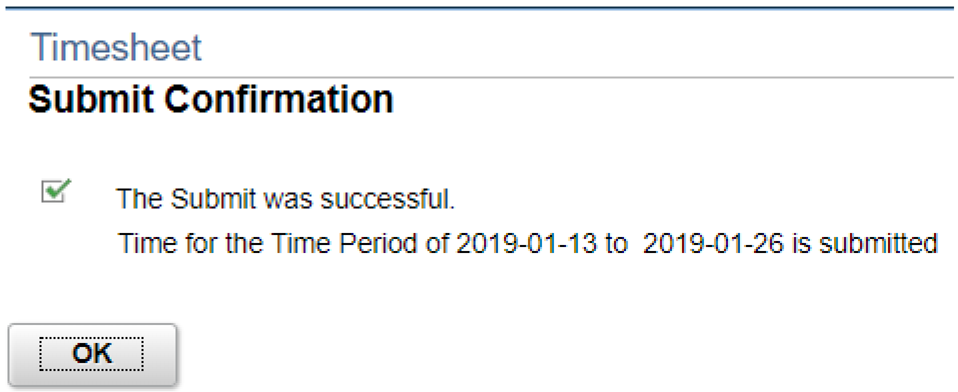
The **Submit button** is greyed out until you read and accept the statement next to the checkbox that begins, “All times listed on this report reflect actual times charged…”.

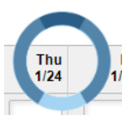
# Submit



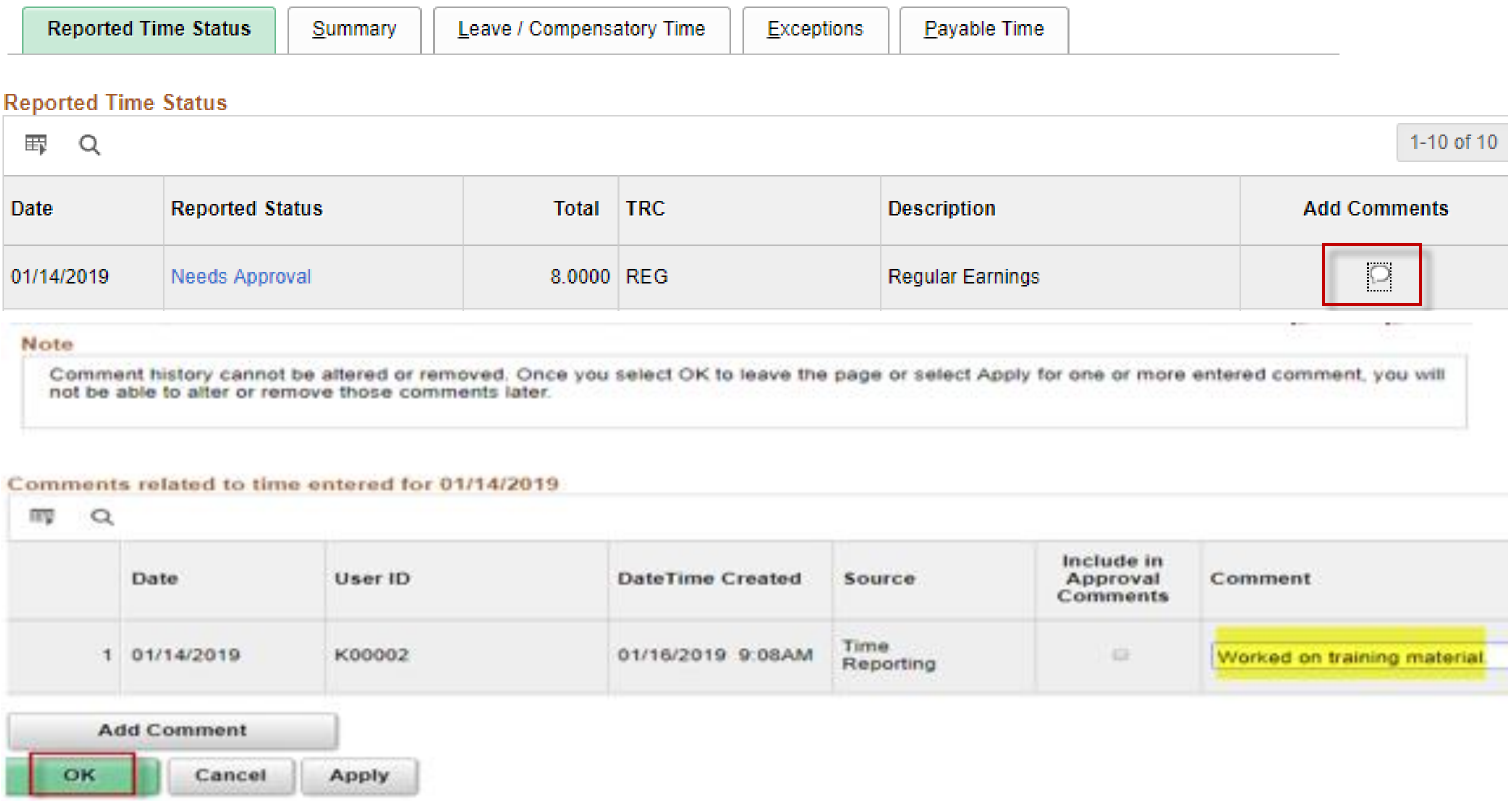

After you have clicked the **Submit** button, a “Time is Awaiting Approval” e-mail is sent to your supervisor within an hour and a half. Every time you make a change and click Submit, another email is sent within 1 ½ hrs.  That is why you should use **Save For Later** until you are completely done with time entry!

## Submit Confirmation




After you have clicked the **Submit** button, a **green ribbon** with the word **Saving** may display at the top of the page, or the processing  icon may appear anywhere on the page, followed by the Submit Confirmation message. Click **OK.**

# Comments




You or your supervisor may place a comment about time or leave recorded by clicking the Comments bubble, entering a comment, and clicking OK. **Note:** This field should not be used to track any medical and/or disciplinary information or other personnel related information and once you select OK or Apply, a comment cannot be removed.

## Time Entry Examples

There are many work scenarios that occur across the State of Kansas each pay period. If you have questions about your particular situation or are unsure which time reporting codes to use, contact your immediate supervisor or your agency designated Time and Labor expert.

The following page outlines the most common non-exempt time entry scenarios:

- Worked Default Schedule
- Took Leave
- Worked Rearranged Schedule

# Scenario: Non-Exempt Worked Default Schedule

In the timesheet below, the default schedule is eight hours Monday-Friday for both weeks of the pay period. In this scenario, the employee worked their default schedule. NOTE: The example below includes a Holiday.

**Timesheet**

Corey M Latte
Human Resource Professional
Actions ▾ Time Source Schedule

Employee ID K00002
Empl Record 0
Earliest Change Date 01/27/2019

Select Another Timesheet

*View By Calendar Period
*Date 01/13/2019
Previous Period Next Period
Reported Hours 80.0000

From Sunday 01/13/2019 to Saturday 01/26/2019

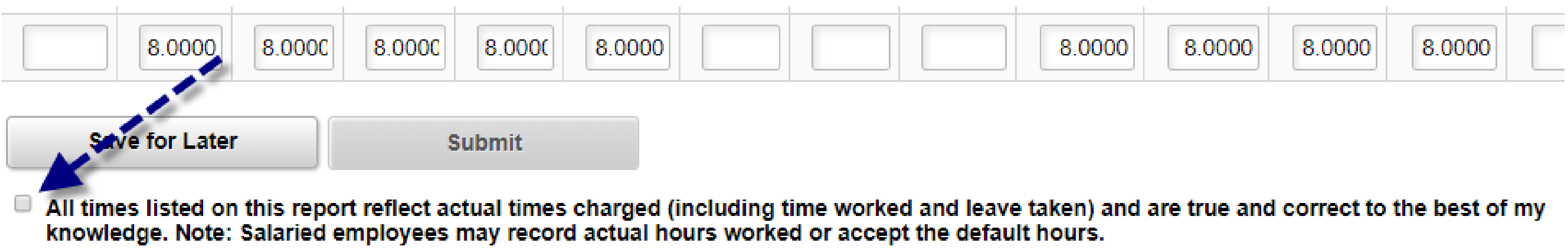
| Sun 1/13 | Mon 1/14 | Tue 1/15 | Wed 1/16 | Thu 1/17 | Fri 1/18 | Sat 1/19 | Sun 1/20 | Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 8.0000 | | | | | | 8.0000 | HDC - Holiday Credit-F |
| | 8.0000 | 8.000C | 8.000C | 8.000( | 8.0000 | | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | 72.0000 | REG - Regular Earning |

Save for Later Submit

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

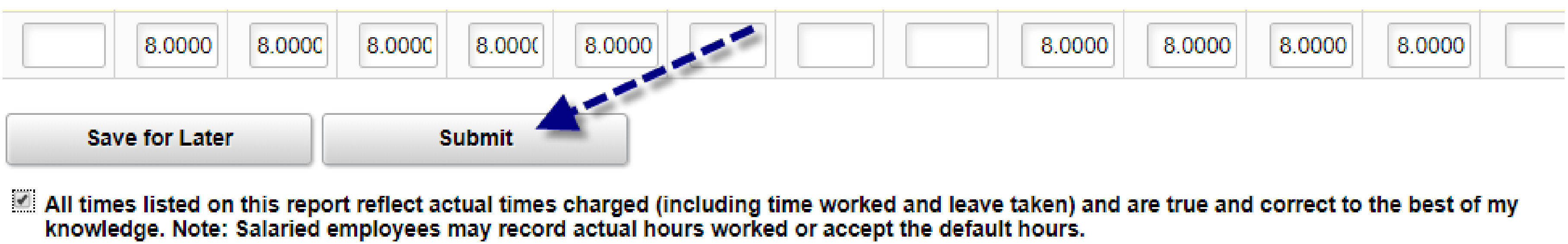
## ❑ Non-Exempt Worked Default Schedule (cont.)

When you work your default schedule, review your timesheet, read the Legal (Affirmation) Statement and click the checkbox to activate the **Submit** button.



## Non-Exempt Worked Default Schedule (cont.)

Click the **Submit** button to send your timesheet to your supervisor for approval. **Note:** Only click on the **Submit** button when you have completed your entry for the entire two weeks.  If you are entering information daily, click on the **Save for Later** button and then click the **Submit** button only after all your entry is complete for the two weeks.  Clicking on the **Submit** button sends an e-mail to your supervisor letting him or her know your time is ready to be approved.



## Non-Exempt Worked Default Schedule (cont.)

If Time is recorded on a holiday, the Holiday warning appears, “Warning – 20YY-MM-DD is scheduled as a holiday (13504,3003) Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.”

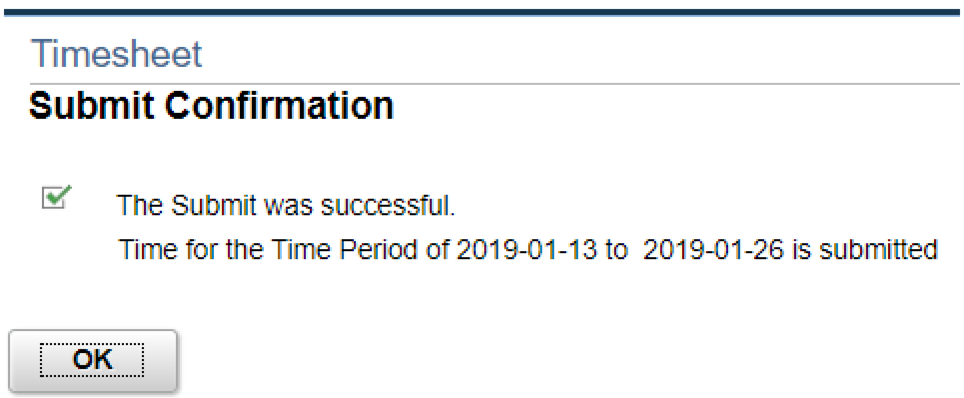
Warning -- 2019-01-21 is scheduled as a holiday (13504,3003)

Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.

OK Cancel

## Non-Exempt Worked Default Schedule (cont.)

The Submit Confirmation Statement appears, “The Submit was successful. Time for the Time Period of YYYY-MM-DD to YYYY-MM-DD is submitted.” Click the OK icon to return to your timesheet.



# Non-Exempt Worked Default Schedule (cont.)

Once you click OK to the Submit Confirmation message, you'll be returned to your timesheet. Take time to ensure the Reported Status for all rows displays Needs Approval or Submitted.

From Sunday 01/13/2019 to Saturday 01/26/2019

| Sun 1/13 | Mon 1/14 | Tue 1/15 | Wed 1/16 | Thu 1/17 | Fri 1/18 | Sat 1/19 | Sun 1/20 | Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Rep |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 8.0000 | | | | | | 8.0000 | HDC - Ho |
| | 8.0000 | 8.0000 | 8.0000 | 8.000( | 8.0000 | | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | 72.0000 | REG - Re |

Save for Later | Submit

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status

1-10 of 10

| Date | Reported Status | Total | TRC | Description | Add Comments |
|---|---|---|---|---|---|
| 01/14/2019 | Needs Approval | 8.0000 | REG | Regular Earnings | |
| 01/15/2019 | Needs Approval | 8.0000 | REG | Regular Earnings | |

# Scenario: Non-Exempt Took Leave

In the timesheet below, the default schedule is 8 hours Monday-Friday for both weeks of the pay period. In this scenario, the employee was on vacation on the second Tuesday of the pay period. When you take leave, follow the steps outlined on the next few pages.

Corey M Latte

Human Resource Professional

Actions ▾ Time Source Schedule

Employee ID K0000

Empl Record 0

Earliest Change Date 01/27/2019

**Select Another Timesheet**

*View By Calendar Period

*Date 01/27/2019

Previous Period Next Period

Reported Hours 80.0000

**From Sunday 01/27/2019 to Saturday 02/09/2019**

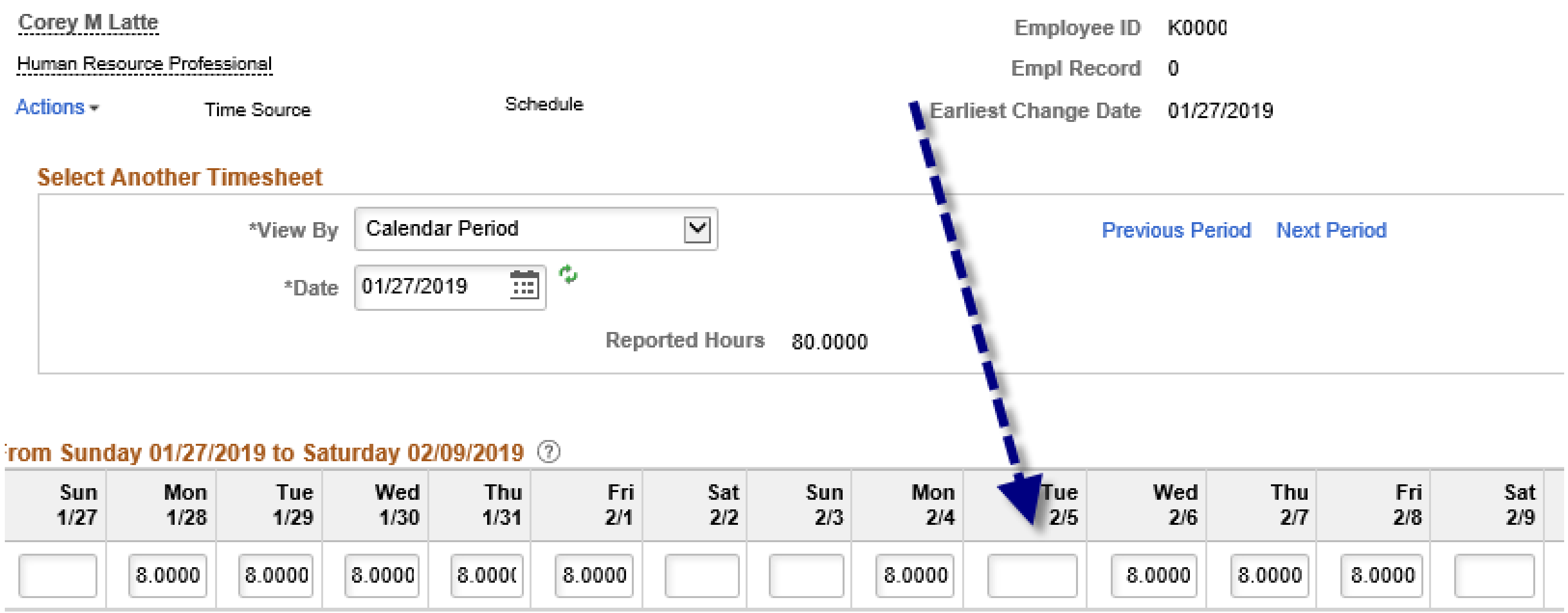
| Sun 1/27 | Mon 1/28 | Tue 1/29 | Wed 1/30 | Thu 1/31 | Fri 2/1 | Sat 2/2 | Sun 2/3 | Mon 2/4 | Tue 2/5 | Wed 2/6 | Thu 2/7 | Fri 2/8 | Sat 2/9 | Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 8.0000 | 8.0000 | 8.0000 | 8.000( | 8.0000 | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | 80.0000 | REG - Regular Earning |

Save for Later Submit

☐ All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

## Non-Exempt Took Leave (cont.)

**Step 1:** Delete the hours that defaulted for the REG time reporting code on the day that you were on leave.



# Non-Exempt Took Leave (cont.)

**Step 2:** Add a new row to the timesheet.

| Tue 2/5 | Wed 2/6 | Thu 2/7 | Fri 2/8 | Sat 2/9 | Total | Time Reporting Code | Taskgroup | | |
|---|---|---|---|---|---|---|---|---|---|
| | 8.0000 | 8.0000 | 8.0000 | | 80.0000 | REG - Regular Earnings | 173CSTSVCS | + | − |

Click on the '+' symbol on the far right side of the REG row to add a new row. **Note:** You may need to scroll to the right to locate the **Add Row (+)** button.

# Non-Exempt Took Leave (cont.)

**Step 3:** Select the appropriate time reporting code for the new row. (In this scenario, we have used the “VAC” time reporting code to denote the use of vacation leave. You may type in the Time Reporting Code if you know it or click on the down arrow to display a list from which to choose.).

| Thu 2/7 | Fri 2/8 | Sat 2/9 | Total | Time Reporting Code | Taskgroup | | |
|---|---|---|---|---|---|---|---|
| 8.0000 | 8.0000 | | 80.0000 | REG - Regular Earnings | 173CSTSVCS | + | − |
| | | | | VAC - Leave-Vacation | 173CSTSVCS | + | − |

Choose a time reporting code for your leave.

## Non-Exempt Took Leave (cont.)

**Step 4:** Enter the same number of hours for leave that you were scheduled to work.

| Mon 2/4 | Tue 2/5 | Wed 2/6 | Thu 2/7 | Fri 2/8 | Sat 2/9 | Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|
| 8.0000 | | 8.0000 | 8.0000 | 8.0000 | | 80.0000 | REG - Regular Earnings |
| | 8 | | | | | | VAC - Leave-Vacation |

Enter the leave hours in the same row as the "VAC" leave time reporting code. **Note**: The system will format the hours for you. You can simply enter 8 and tab out; there is no need to follow it with the decimal and zeros.

# Non-Exempt Took Leave (cont.)

**Step 5:** Read the Legal (Affirmation) Statement and click the checkbox to activate the **Submit** button.

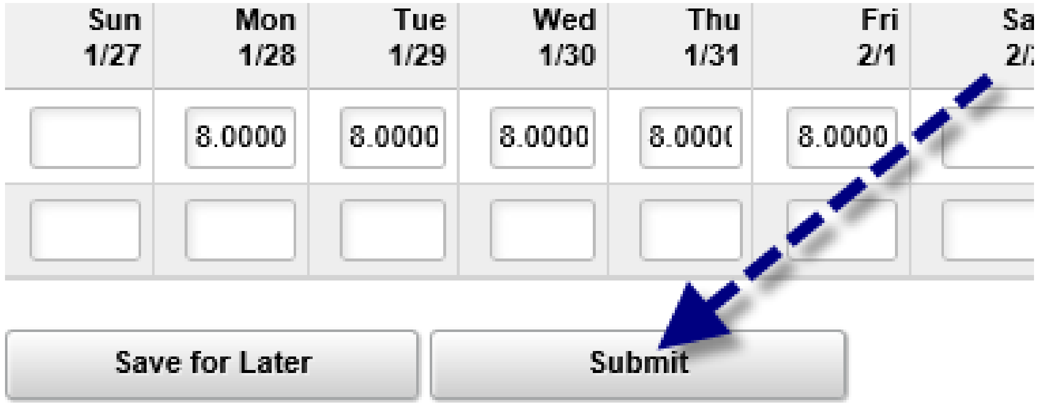
| Sun 1/27 | Mon 1/28 | Tue 1/29 | Wed 1/30 | Thu 1/31 | Fri 2/1 | Sat 2/2 | Sun 2/3 | Mon 2/4 | Tue 2/5 | Wed 2/6 | Thu 2/7 | Fri 2/8 | Sat 2/9 | Total | Time R |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 8.0000 | 8.0000 | 8.0000 | 8.000( | 8.0000 | | | 8.0000 | | 8.0000 | 8.0000 | 8.0000 | | 80.0000 | REG - |
| | | | | | | | | | 8.0000 | | | | | | VAC - |

Save for Later | Submit

☑ All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

## Non-Exempt Took Leave (cont.)

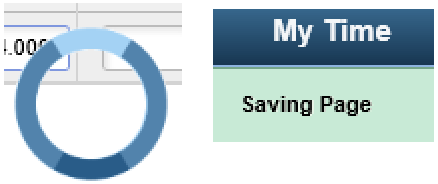
**Step 6:** Click the **Submit** button. This will allow your supervisor to review and approve your timesheet.  **Note:** Only click on the **Submit** button when you have completed your entry for the entire two weeks.  As you are entering information daily, click on the **Save for Later** button. Clicking on **Submit** changes your Reported Time status to Needs Approval. If your supervisor does not approve it within 1 ½ hours, he or she will receive an e-mail that your timesheet is ready for approval.

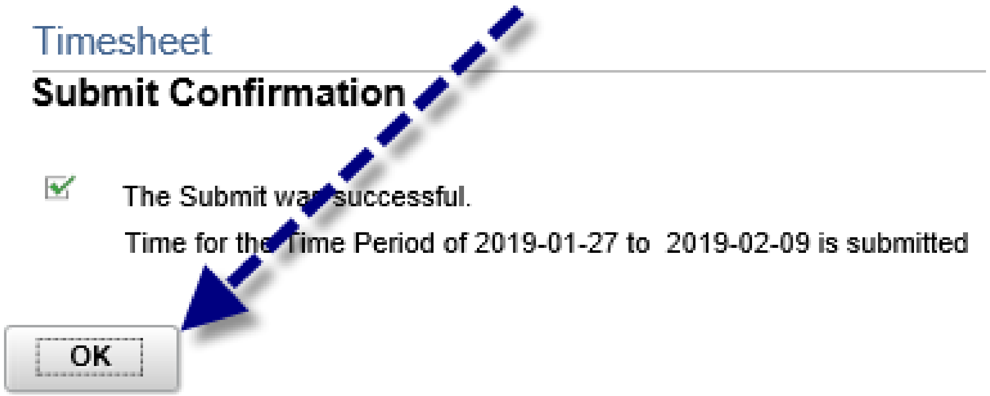


# Non-Exempt Took Leave (cont.)

**Step 7:** Click the **OK** button to acknowledge your Submit was successful.

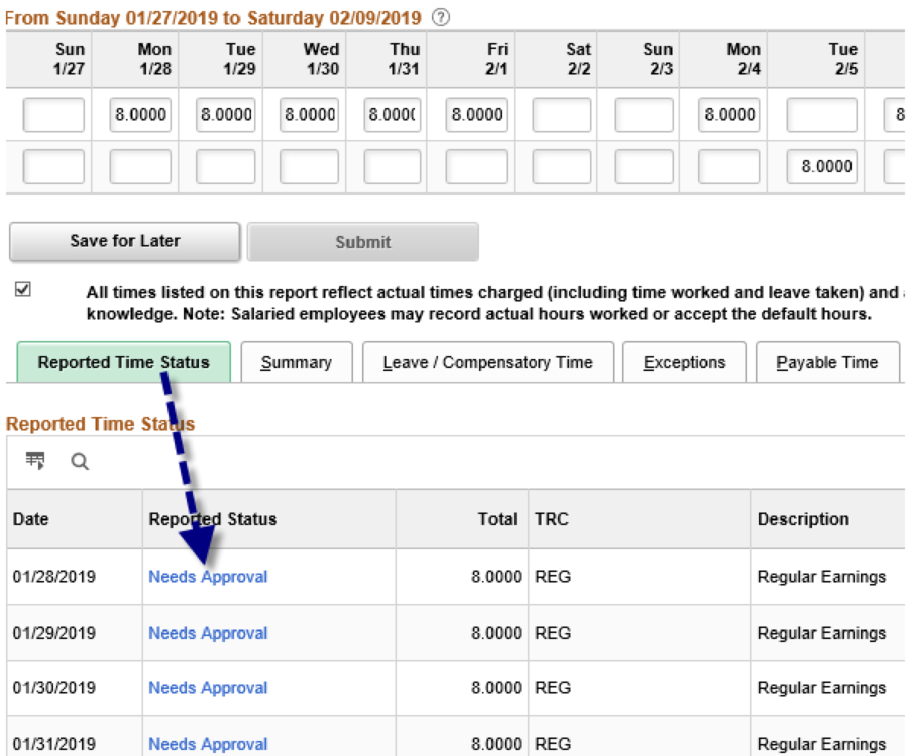
**NOTE**: Before the Submit Confirmation message displays, you may see the blue processing circle and the green saving ribbon.* Be patient, as the process takes a bit of time to pull in a list of those who can approve your time. *



# Non-Exempt Took Leave (cont.)

**Step 8:** Your timesheet displays. Review your Submitted timesheet. Check to ensure all hours are correct and all rows display Needs Approval or Submitted.



# Scenario: Non-Exempt Rearranged Hours

In the timesheet below, the default schedule is eight hours Monday-Friday for both weeks of the pay period. In this scenario, the employee worked a 40 hour week, but altered the hours worked on each day of the week. When you rearrange time worked, follow these steps.

Corey M Latte

Human Resource Professional

Actions ▾ Time Source Schedule

Employee ID K000(

Empl Record 0

Earliest Change Date 01/27/2019

**Select Another Timesheet**

*View By: Calendar Period

*Date: 01/27/2019

Previous Period Next Period

Reported Hours 80.0000

**From Sunday 01/27/2019 to Saturday 02/09/2019**

| Sun 1/27 | Mon 1/28 | Tue 1/29 | Wed 1/30 | Thu 1/31 | Fri 2/1 | Sat 2/2 | Sun 2/3 | Mon 2/4 | Tue 2/5 | Wed 2/6 | Thu 2/7 | Fri 2/8 | Sat 2/9 | Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 8.0000 | 8.0000 | 8.0000 | 8.000( | 8.0000 | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | 80.0000 | REG - Regular Earning |

Save for Later | Submit

☐ All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

## Non-Exempt Rearranged Hours (cont.)

**Step 1:** Delete the hours that defaulted for the REG time reporting code on the days that you did not work the default hours. NOTE: You can highlight the hours and click your Delete button on your keyboard. Do not enter zeros.

| Mon 2/4 | Tue 2/5 | Wed 2/6 | Thu 2/7 | Fri 2/ | Sat 2/9 | Total | Time Re |
|---|---|---|---|---|---|---|---|
| | 8.0000 | 8.0000 | 8.0000 | | | 80.0000 | REG - |

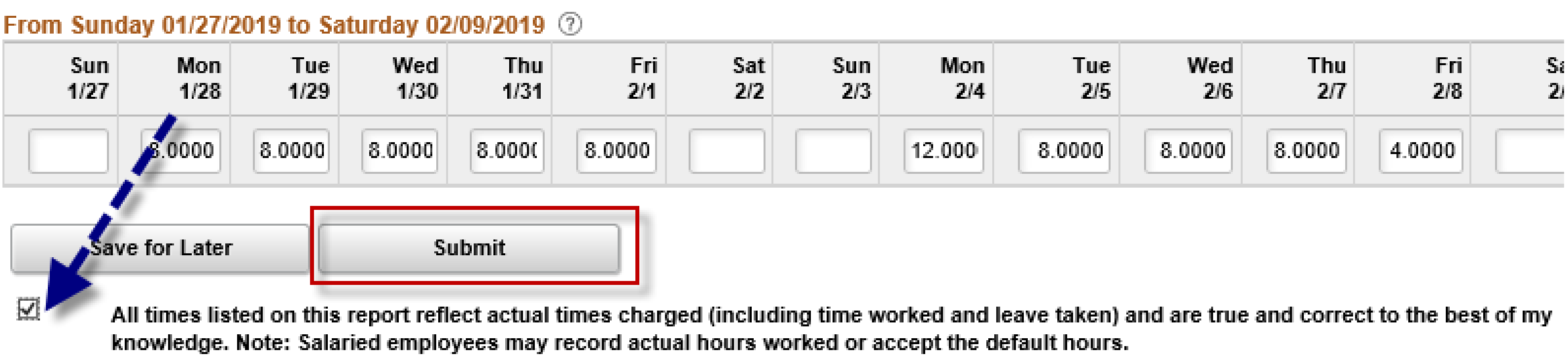
## Non-Exempt Rearranged Hours (cont.)

**Step 2:** Enter the actual hours that you worked on each day.

| Mon 2/4 | Tue 2/5 | Wed 2/6 | Thu 2/7 | Fri 2/8 | Sat 2/9 | Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|
| 12 | 8.0000 | 8.0000 | 8.0000 | 4 | | 80.0000 | REG - Regular Earnings |

# Non-Exempt Rearranged Hours (cont.)

**Step 3:** Read the Legal (Affirmation) Statement and click the checkbox to activate the **Submit** button.


From Sunday 01/27/2019 to Saturday 02/09/2019

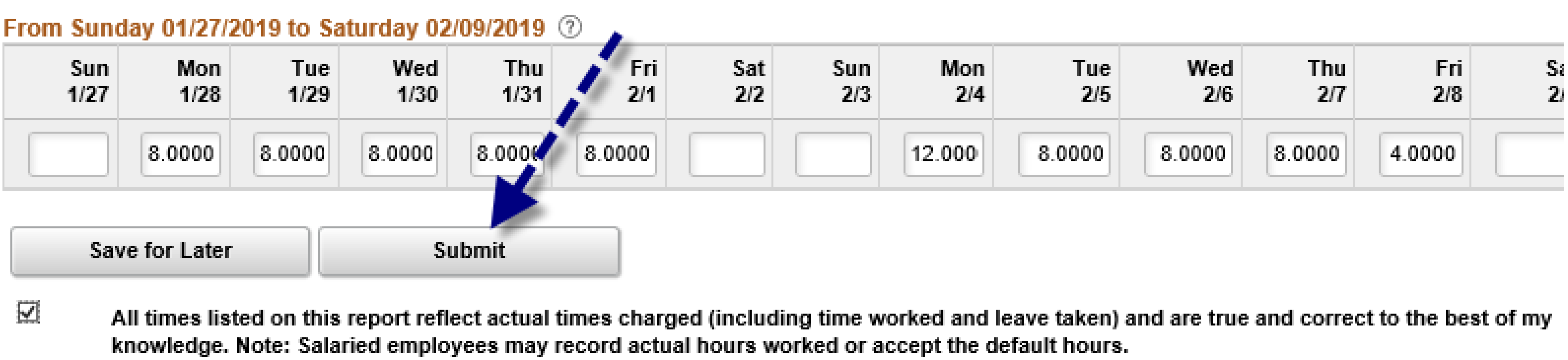
| Sun 1/27 | Mon 1/28 | Tue 1/29 | Wed 1/30 | Thu 1/31 | Fri 2/1 | Sat 2/2 | Sun 2/3 | Mon 2/4 | Tue 2/5 | Wed 2/6 | Thu 2/7 | Fri 2/8 | Sa 2/ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 8.0000 | 8.0000 | 8.0000 | 8.000( | 8.0000 | | | 12.000 | 8.0000 | 8.0000 | 8.0000 | 4.0000 | |

Save for Later | Submit

☑ All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

# Non-Exempt Rearranged Hours (cont.)

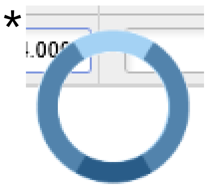
**Step 4:** Click the **Submit** button. This will allow your supervisor to review and approve your timesheet. **Note:** Only click on the **Submit** button when you have completed your entry for the entire two weeks. As you are entering information daily, click on the **Save for Later** button. Clicking on **Submit** changes your Reported Time status to Needs Approval. If your supervisor does not approve it within 1 ½ hours, he or she will receive an e-mail that your timesheet is ready for approval.

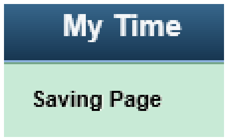


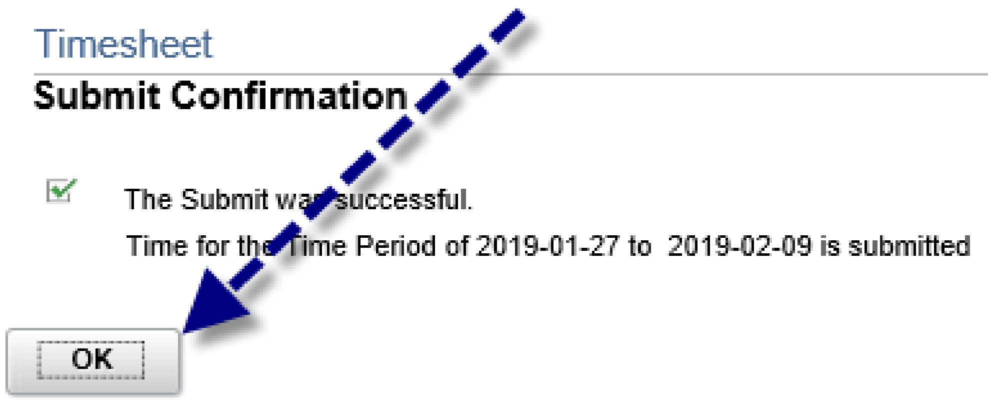
## Non-Exempt Rearranged Hours (cont.)

**Step 5:** Click the **OK** button to acknowledge your Submit was successful.

**NOTE**: Before the Submit Confirmation message displays, you may see the blue processing circle and the green saving ribbon.* Be patient, as the process takes a bit of time to pull in a list of those who can approve your time. *

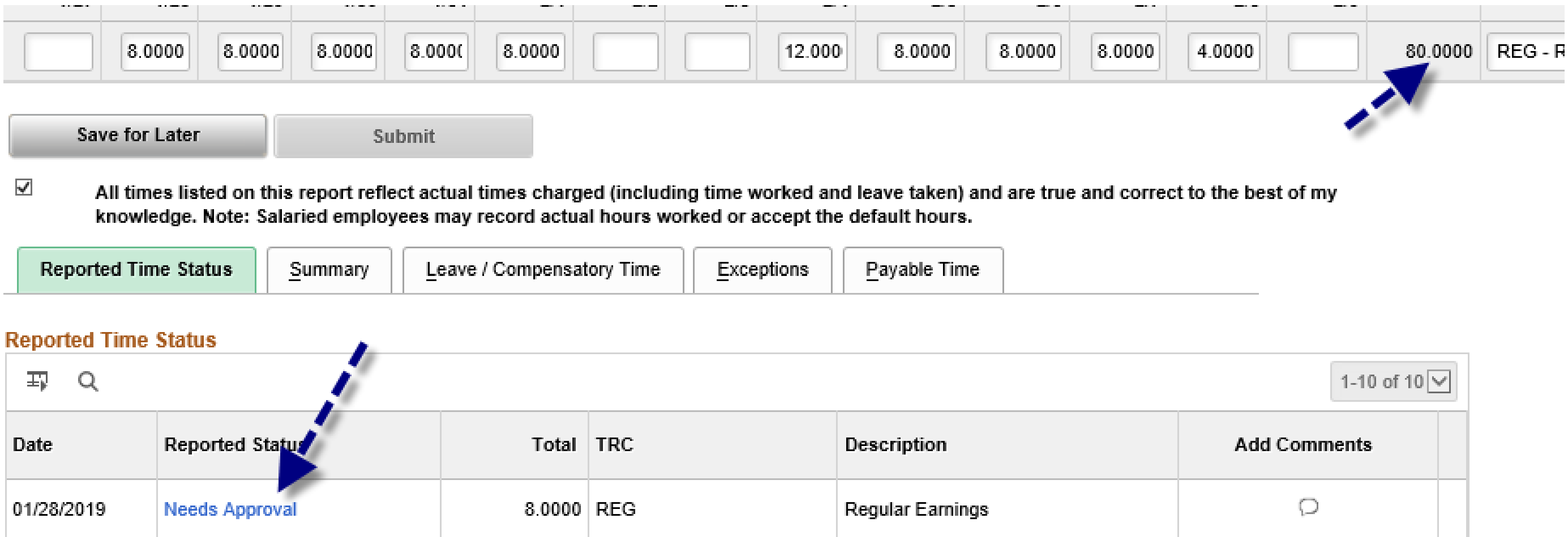




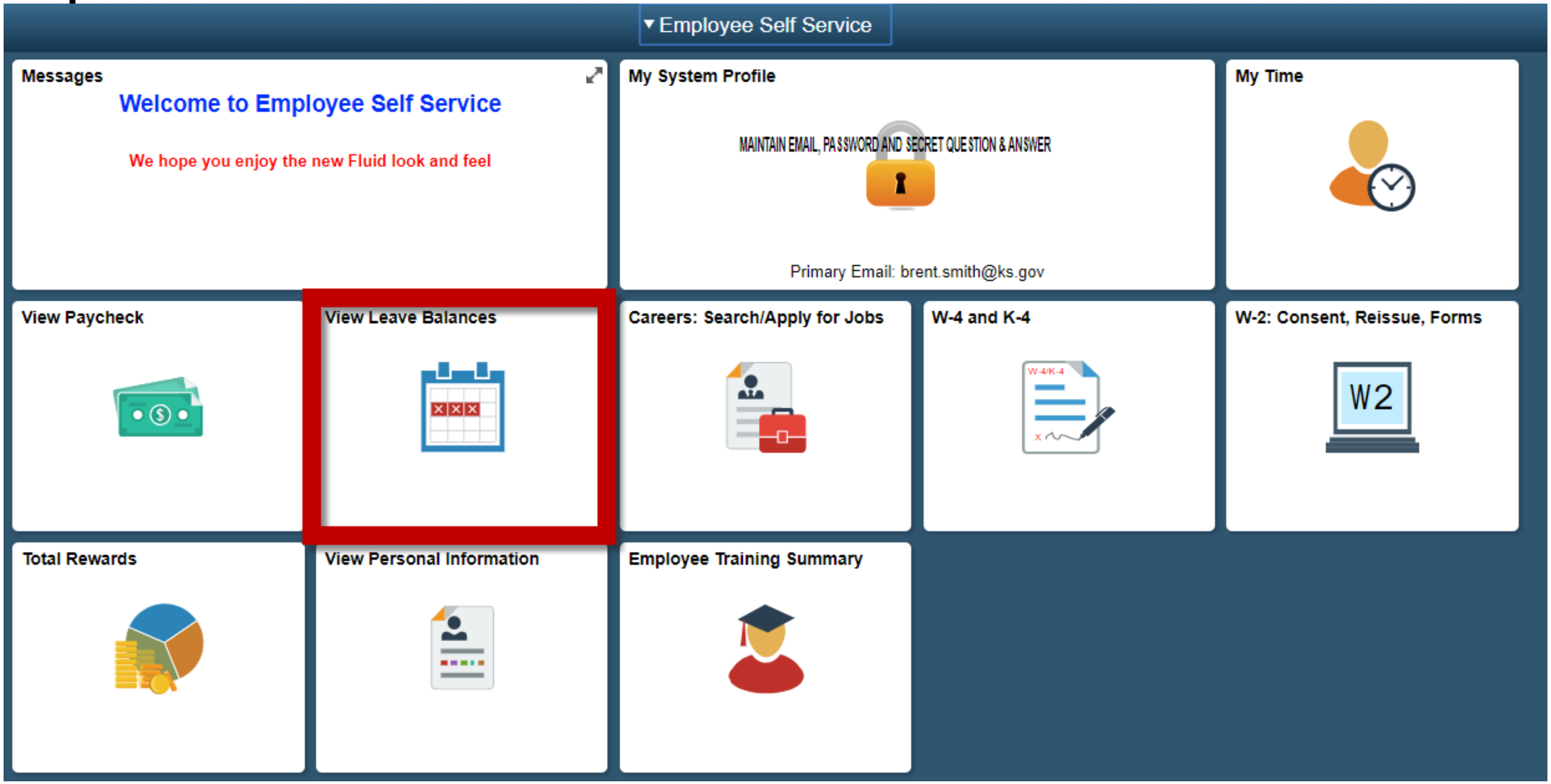
# Non-Exempt Rearranged Hours (cont.)

**Step 6:** Your timesheet displays. Review your Submitted timesheet. Check to ensure all hours are correct and all rows display Needs Approval or Submitted.



## View Leave Balances

**Step 1: Click** on the View Leave Balances tile.



# View Leave Balances

**Step 2:** Review your leave balances. **NOTE**: You can also see leave balance information on the Leave / Compensatory Time folder tab on your timesheet.

## View Leave Balances

Corey M Latte

State of Kansas

**Employee Information**

| | | | | |
|---|---|---|---|---|
| Corey M Latte | | | **Employee ID:** | K00001 |
| | | HOME | **Job Title:** | Human Resource Professional |
| 123 Main St<br>Topeka | KS | 666 | **Department:** | 1730 |
| | | | **Location:** | Lsob |
| | | | **Accrual Date:** | 11/03/2018 |

Leave Balances

| Description | Beginning Balance | Hours Earned Year-to-Date | Hours Taken Year-to-Date | Ending Balance |
|---|---|---|---|---|
| Sick: NonExempt Plan 1 | 1403.95 | 70.70 | 0.00 | 1474.65 |
| Vacation: NonExempt 15+ Yrs | 281.00 | 67.70 | 56.00 | 292.70 |
| Compensatory Time | 6.76 | 0.00 | 0.00 | 6.76 |
| Holiday Compensatory Time | 37.50 | 0.00 | 0.00 | 37.50 |

Discretionary Day is Available

If you have questions regarding your leave balances, contact your Human Resource Department.
NOTE: Vacation Leave Overages, if applicable, are not displayed separately from the Vacation Ending Balance.

## Payouts

- There are time reporting codes for vacation leave payout, sick leave payout, compensatory time payout, and holiday compensatory time payout
- SHARP will automatically calculate the payouts if you are eligible.  DO NOT change default time reporting codes for payouts.  It could result in you not receiving the payout for which you are entitled
- The payouts usually appear in your timesheet (if you are eligible) on the Wednesday after the pay period end date.  This can change if there is a holiday

## Bonuses

- Longevity Bonuses (LNG Time Reporting Code) should automatically default onto your timesheet if you are eligible. DO NOT make changes to this time reporting code (LNG) as it could result in your bonus being paid incorrectly
- The Longevity Bonus (represented by the “LNG” Time Reporting Code and a dollar amount) may default anytime during the pay period
- If you are expecting any other type of bonus pay, your agency’s personnel office will manually add it to your timesheet before it is processed by Time Administration

## Other "Do Not Deletes"

- In addition to the payouts and bonuses discussed in previous slides, there are other "special" time reporting codes that should not be deleted

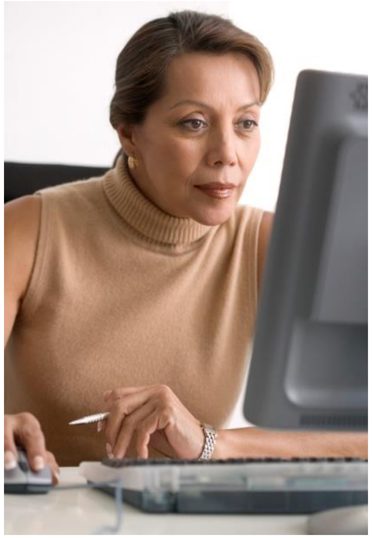
- Best practice is to record time worked and leave taken and leave any other rows that default in your timesheet for supervisory review

- If you have concerns about any time reporting code on your timesheet, contact your immediate supervisor or your personnel office

## Timing is Everything

Did you know that the process for collecting and processing reported time into pay is one that follows a very tight schedule? It is important that you enter and submit your time before **<u>11:00 AM</u>** on the last Friday of the pay period (Your agency may require you enter it sooner or later, so please check with your personnel office if in doubt).

A process that checks for errors (time administration) runs throughout the pay period. If there are errors on your timesheet, your personnel office will correct them. Then on Tuesday night, a process known as “pre-calc” runs that shows your personnel office a draft of each employee’s paycheck. This way they can verify errors and make corrections before “final pay calculation” processes and creates your paycheck.



If you have changes to your timesheet after the Sunday night following the end of the pay period, contact your personnel office.

## Time Reporting with Projects

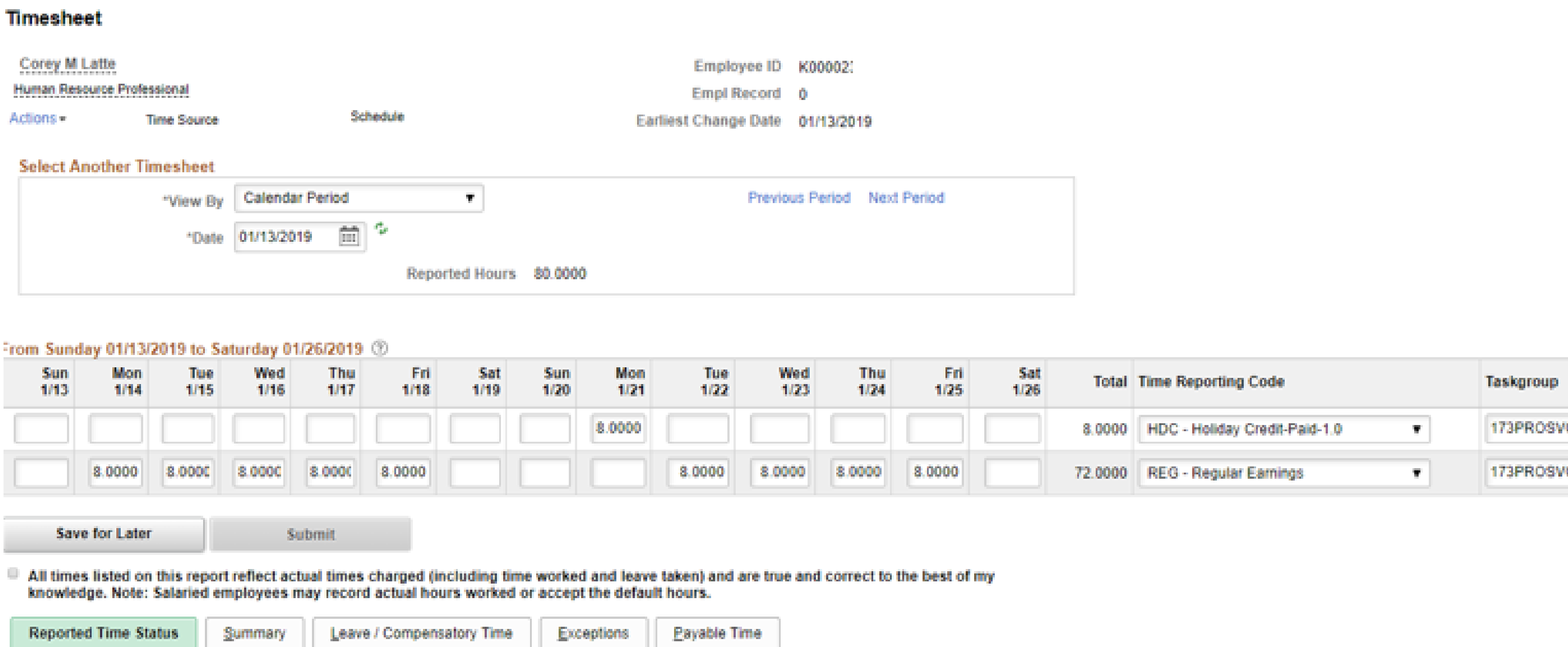
If your agency is using Labor Distribution, you must record time by the project or by the task that you perform for a project or grant. ChartField values (financial information) for each project are governed by the financial system called SMART and sent to Time and Labor, which is housed in the “SHARP” system. These fields are then used to create the Task Profiles.

Recall from Lesson One that task profiles give a name to a group of ChartFields that are used to charge labor costs for individual projects and/or grants. Your agency’s Task Reporter sets up the task profiles that you need in order to report time worked on the various projects in your agency. That way, you do not have to know all of the ChartField values for each project.

**TIP:** As new projects are added in your agency, your personnel and finance staff work together to ensure that you are able to report time on new task profiles.

# Timesheets with Tasks

The basic elements on a timesheet are the same whether time is reported using a basic time reporting template or task time reporting template.



Timesheet

Corey M Latte
Human Resource Professional
Actions ▾ Time Source Schedule

Employee ID K00002:
Empl Record 0
Earliest Change Date 01/13/2019

Select Another Timesheet

*View By Calendar Period
*Date 01/13/2019
Previous Period Next Period
Reported Hours 80.0000

From Sunday 01/13/2019 to Saturday 01/26/2019

| Sun 1/13 | Mon 1/14 | Tue 1/15 | Wed 1/16 | Thu 1/17 | Fri 1/18 | Sat 1/19 | Sun 1/20 | Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code | Taskgroup |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 8.0000 | | | | | | 8.0000 | HDC - Holiday Credit-Paid-1.0 | 173PROSVC |
| | 8.0000 | 8.000C | 8.000C | 8.000C | 8.0000 | | | | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | 72.0000 | REG - Regular Earnings | 173PROSVC |

Save for Later Submit

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

# Timesheets with Tasks (cont.)

If you are reporting time to a project, your timesheet should have one additional field: “**Task Profile ID**.” Your supervisor will help you determine which Task Profile IDs to enter or select.

| Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code | Taskgroup | Task Profile ID |
|---|---|---|---|---|---|---|
| | | | 8.0000 | HDC - Holiday Credit-Paid-1.0 | 173PROSVC | |
| 8.0000 | 8.0000 | | 72.0000 | REG - Regular Earnings | 173PROSVC | |

## Scenario: Choose a Task Profile

In the timesheet below, the default schedule is eight hours Monday-Friday for both weeks of the pay period assigned to the default **Taskgroup** for this employee. Eight hours Holiday Credit also defaulted for the holiday. It is important to know that the **Task Profile** does not default on the timesheet. If you do not record a task profile, time will be charged to the default task profile identified on the Taskgroup Table. In this scenario, the employee worked on one task profile the entire pay period. When you work the default schedule on one task profile, follow the steps outlined in the next few screens.

| Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code | Taskgroup | Task Profile ID | |
|---|---|---|---|---|---|---|---|
| | | | 8.0000 | HDC - Holiday Credit-Paid-1.0 | 173PROSVC | | + |
| 8.0000 | 8.0000 | | 72.0000 | REG - Regular Earnings | 173PROSVC | | + |

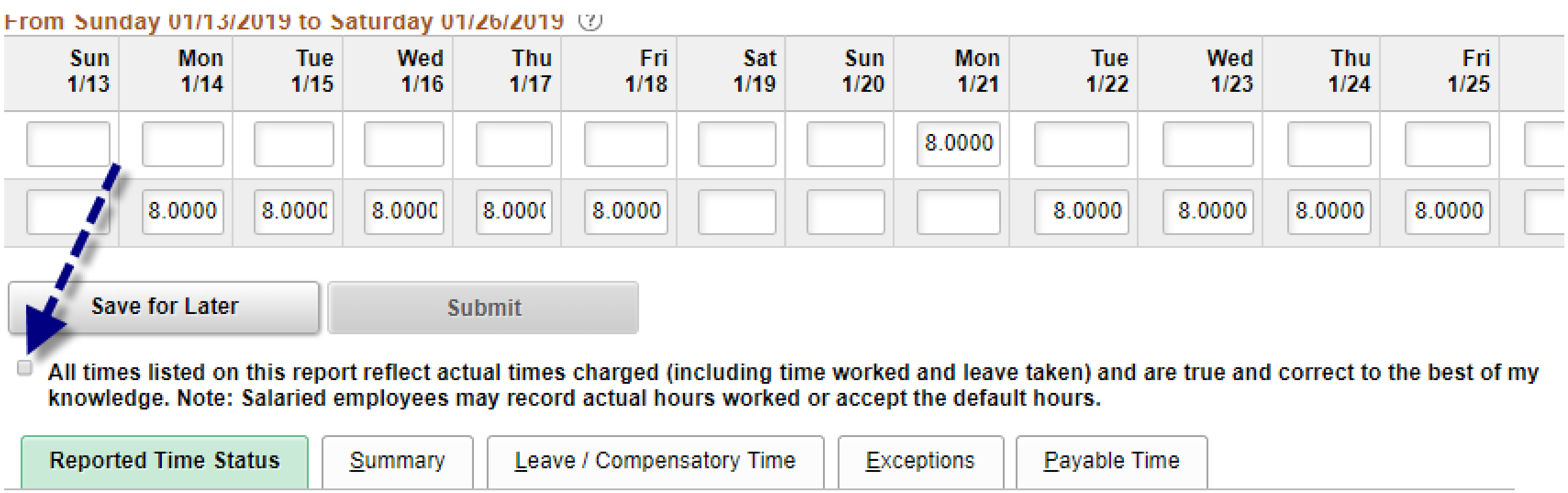
## Choose a Task Profile (cont.)

**Step 1:** Select the appropriate task profile ID for the default row(s).  If you know the **Task Profile ID**, you may enter it.  Otherwise, click the lookup button (magnifying glass icon) to search for the appropriate task profile.

| Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code | Taskgroup | Task Profile ID |
|---|---|---|---|---|---|---|
| | | | 8.0000 | HDC - Holiday Credit-Paid-1.0 | 173PROSVC | 173SRVCNOW |
| 8.0000 | 8.0000 | | 72.0000 | REG - Regular Earnings | 173PROSVC | 173WEB |

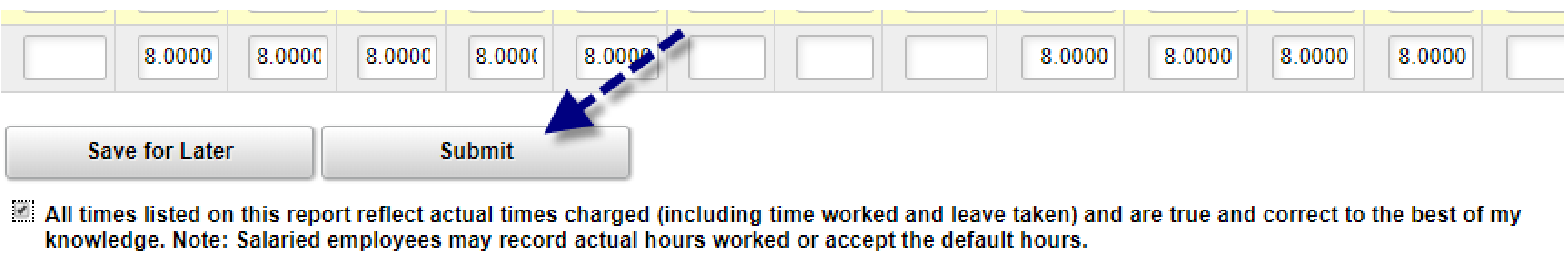
# Choose a Task Profile (cont.)

**Step 2:** Read the Legal (Affirmation) Statement and click the checkbox to activate the **Submit** button.



# Choose a Task Profile (cont.)

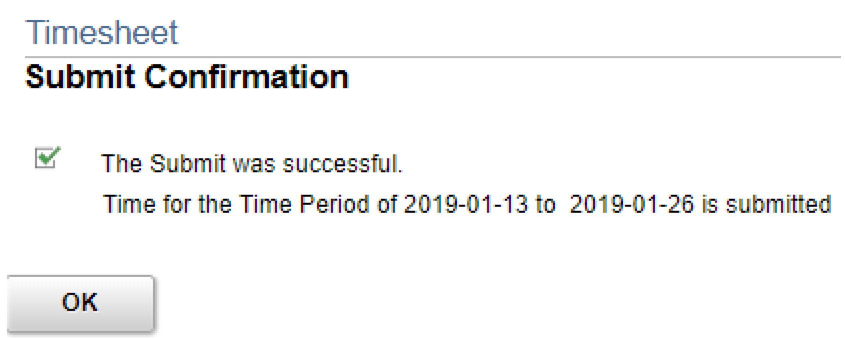
**Step 3:** Click the **Submit** button. This will allow your supervisor to review and approve your timesheet.  **Note:** Only click on the **Submit** button when you have completed your entry for the entire two weeks.  As you are entering information daily, click on the **Save for Later** button. Clicking on **Submit** changes your Reported Time status to Needs Approval. If your supervisor does not approve it within 1 ½ hours, he or she will receive an e-mail that your timesheet is ready for approval.



## Choose a Task Profile (cont.)

**Step 4:** If a Holiday exists and you have hours listed on the holiday, a Holiday Warning will display. If it does, click the **OK** button. (Picture not displayed below)

The Submit Confirmation message will display. Click the **OK** button to acknowledge your Submit was successful. NOTE: Your timesheet will display again after you click OK.



# Scenario: More than One Task

In the timesheet below, the default schedule is eight hours Monday-Friday for both weeks of the pay period assigned to the default **Taskgroup** (Task Profile field will be blank) for this employee. Eight hours Holiday Credit also defaulted for the holiday. It is important to know that the **Task Profile** does not default on the timesheet. In this scenario, the employee worked on more than one task. When you work on more than one task, follow the steps outlined in the next few screens.

| Fri 1/25 | Sat 1/26 | Total | Time Reporting Code | Taskgroup | Task Profile ID |
|---|---|---|---|---|---|
| | | 8.0000 | HDC - Holiday Credit-Paid-1.0 | 173PROSVC | |

## More than One Task (cont.)

**Step 1:** Select the appropriate task profile ID for the default row(s). If you know the **Task Profile ID**, you may enter it. Otherwise, you click on the lookup button to search for the appropriate task profile using your three-digit agency number.

| Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code | Taskgroup | Task Profile ID |
|---|---|---|---|---|---|---|---|---|---|
| 8.0000 | | | | | | 8.0000 | HDC - Holiday Credit-Paid-1.0 | 173PROSVC | 173USER |
| | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | 72.0000 | REG - Regular Earnings | 173PROSVC | 173WEB |

## More than One Task (cont.)

**Step 2:** Delete the hours that you did not work on the default Taskgroup and Task Profile.

| Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|
| 8.0000 | | | | | | 8.0000 | HDC - Holiday Credit-Paid-1.0 |
| | 8.0000 | 8.0000 | 8.0000 | | | 72.0000 | REG - Regular Earnings |

# More than One Task (cont.)

**Step 3:** Add a new row to the timesheet. **Note:** You may need to scroll to the right to locate the **Add Row** button.

| Fri 1/25 | Sat 1/26 | Total | Time Reporting Code | Taskgroup | Task Profile ID | | |
|---|---|---|---|---|---|---|---|
| | | 8.0000 | HDC - Holiday Credit-Paid-1.0 | 173PROSVC | 173USER | + | − |
| | | 72.0000 | REG - Regular Earnings | 173PROSVC | 173WEB | + | − |

# More than One Task (cont.)

**Step 4:** Enter the actual hours that you worked on the new task profile row for each day.

| Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|
| 8.0000 | | | | | | 8.0000 | HDC - Holiday Credit-Paid-1.0 |
| | 8.0000 | 8.0000 | 8.0000 | | | 72.0000 | REG - Regular Earnings |

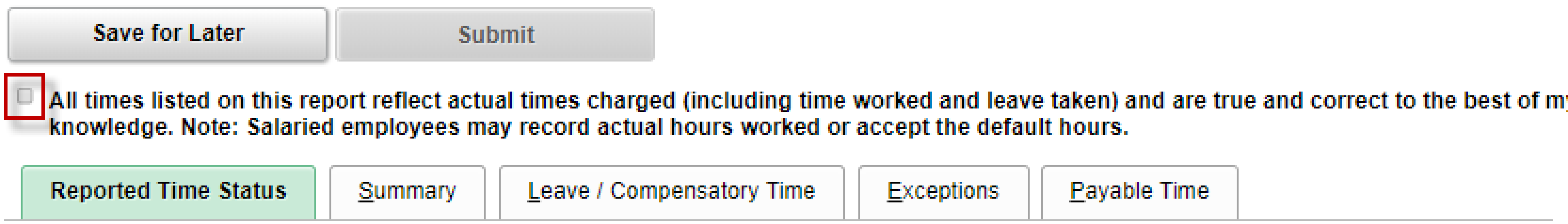
## More than One Task (cont.)

**Step 5:** Select the appropriate time reporting code, taskgroup, and task profile ID for the new row.

| Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 | Sat 1/26 | Total | Time Reporting Code | Taskgroup | Task Profile ID |
|---|---|---|---|---|---|---|---|---|---|
| 8.0000 | | | | | | 8.0000 | HDC - Holiday Credit-Paid-1.0 | 173PROSVC | 173USER |
| | 8.0000 | 8.0000 | 8.0000 | | | 72.0000 | REG - Regular Earnings | 173PROSVC | 173WEB |
| | | | | 8.0000 | | | REG - Regular Earnings | 173PROSVC | 173USER |

## More than One Task (cont.)

**Step 6:** Read the Legal (Affirmation) Statement and click the checkbox to activate the **Submit** button.



## More than One Task (cont.)

**Step 7:** Click the **Submit** button. This will allow your supervisor to review and approve your timesheet. **Note:** Only click on the **Submit** button when you have completed your entry for the entire two weeks. As you are entering information daily, click on the **Save for Later** button. Clicking on **Submit** changes your Reported Time status to Needs Approval. If your supervisor does not approve it within 1 ½ hours, he or she will receive an e-mail that your timesheet is ready for approval.

From Sunday 01/13/2019 to Saturday 01/26/2019

| Sun 1/13 | Mon 1/14 | Tue 1/15 | Wed 1/16 | Thu 1/17 | Fri 1/18 | Sat 1/19 | Sun 1/20 | Mon 1/21 | Tue 1/22 | Wed 1/23 | Thu 1/24 | Fri 1/25 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 8.0000 | | | | |
| | 8.0000 | 8.0000 | 8.0000 | 8.0000 | 8.0000 | | | | 8.0000 | 8.0000 | 8.0000 | |
| | | | | | | | | | | | | 8.0000 |

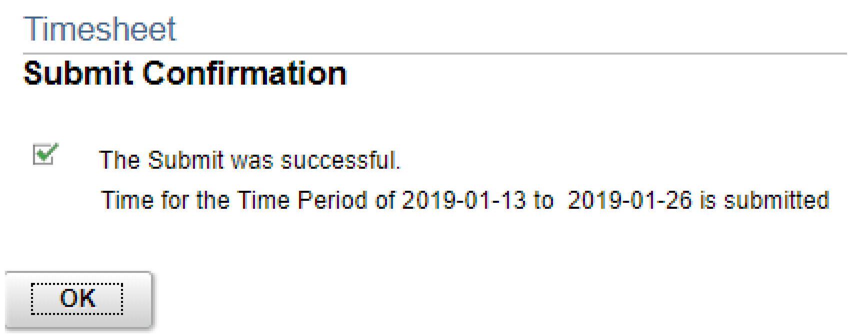
Save for Later | Submit

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

## More than One Task (cont.)

**Step 8:** If a Holiday exists and you have hours listed on the holiday, a Holiday Warning will display. If it does, click the **OK** button. (Picture not displayed below)

The Submit Confirmation message will display next. Click the **OK** button to acknowledge your Submit was successful. NOTE: Your timesheet will display again after you click OK.



## Lesson Summary


Basic time reporting is the process of signing into Employee Self Service, opening the timesheet for the current pay period, entering exceptions (or changes) to the default work schedule, and submitting the reported time for approval.

Task Profiles are used by agencies reporting time for projects and/or grants. Task Profiles provide a name for a group of project chartfields that fund the time worked on a project.

If time from a previous pay period has been reported incorrectly, contact your agency personnel office so that a correction can be made.

In this lesson, I walked you through the basics of reporting time using Employee Self Service.

## Lesson Summary Continued

After you have clicked the **Submit** button, a "Time is Awaiting Approval" e-mail is sent to your supervisor within an hour and a half. Use the **Save For Later** button until you are completely finished and are ready to send the timesheet to your supervisor for approval. Once you are completely finished with your timesheet entry for the entire two weeks, **then** you can click on Submit.

For most employees, hours default based on your work schedule.  You only need to enter exceptions (or changes) to your default hours. NOTE: Some employees have a blank schedule.

Employees who enter their own time electronically can view past timesheets through Employee Self Service.

You have completed Lesson 2 of Employee Self Service.